

FOIA(b)(6)

Page 2

February 14, 1992

RE: [REDACTED]

acute illness. I would strongly encourage [REDACTED] employers to make every effort to allow [REDACTED] to reside closer to needed medical and appropriate medical care.

If you have further questions regarding [REDACTED] you may contact me at the Children's Clinic.

Sincerely,



David D. Standish, M.D.  
Children's Clinic

DDS/kjj



[REDACTED] [REDACTED]  
FOIA(b)(6)

January 27, 1992

TO WHOM IT MAY CONCERN;

Re: [REDACTED]

[REDACTED] became the parents of [REDACTED] on [REDACTED] was born with multiple birth defects. Some of these are quite serious. [REDACTED] is going to require very frequent visits with multiple specialists for many years to come. She has an unstable cervical spine which requires attention and will require surgical stabilization several months from now. She has bilaterally dislocated hips and club foot deformities bilaterally. These will require weekly visits to a pediatric orthopedist. She has a cleft palate which will require frequent ear, nose and throat specialty consultation. Additionally she has abnormalities associated with the trachea which causes breathing difficulties. This is a child that requires very specialized care, care that is not available [REDACTED]

[REDACTED] However, in Billings, MT there are adequate specialty physicians that provide medical care. Billings is [REDACTED] during the summer time. In the winter time, it can be a very dangerous drive. Should some acute difficulty arise, it will be difficult to get this patient to the appropriate care in a timely manner. It would represent an extreme hardship to be driving back and forth to Billings weekly to obtain medical care. I certainly do not believe that this is a frivolous request and think that a transfer to Billings or other metropolitan area would be in the best interest of [REDACTED] and her parents.

Sincerely,  
[REDACTED]



# MINNESOTA SPINE CENTER

INTERNATIONALLY  
RECOGNIZED  
SPINE CARE

January 27, 1992

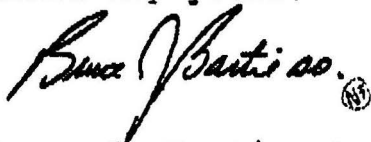
FOIA(b)(6)

RE: [REDACTED]

TO WHOM IT MAY CONCERN:

Please be advised that I am taking care of [REDACTED] [REDACTED] will require fairly comprehensive medical care which is best provided in Billings, Montana. She has a fairly complicated combination of birth deformities which will require significant level and frequency of care. [REDACTED] has requested of me to write a letter for a possible job transfer to Billings, Montana, so that this care could be carried out. Without a doubt, should there be a job opening there for [REDACTED] it would certainly help them dramatically keep up with the care requirements which will be put upon them in the near future. I am sure any special consideration you could give to this nice family would be much appreciated by them and the rest of us. If you have any need for further information, please don't hesitate to contact me.

Sincerely yours,



Bruce J. Bartie, D.O.

BJB/nzf

606 24th Avenue South  
Suite 606  
Minneapolis, Minnesota  
55454-1419

Located on the campus of  
Riverside Medical Center

Telephone 612-371-6685  
WATS 1-800-522-SPINE  
FAX 612-332-2320

INTERNAL MEDICINE  
S.P. AKRE, M.D.  
Rheumatology  
F.J. ALLAIRE, M.D.  
D.E. ANDERSON, M.D.  
R.D. BLEVINS, M.D.  
Pulmonary Disease  
G.A. BUFFINGTON, M.D.  
Nephrology  
S.J. EFFERTZ, M.D.  
Rheumatology  
J.D. EIDSON, M.D.  
K.A. GUTER, M.D.  
Oncology

P.A. KREZOWSKI, M.D.  
Endocrinology  
T.J. LENZ, M.D.  
B.L. MAYNARD, M.D.  
W.N. MILLER, M.D.  
Gastroenterology  
T.W. ROSENBAUM, M.D.  
Nephrology  
G.D. SPENCER, M.D.  
Gastroenterology  
J.D. WATSON, M.D.  
Cardiology

OBSTETRICS AND GYNECOLOGY  
C.J. BELL, D.O.  
P.L. BURLEIGH, M.D.  
F.J. HANDWERK, M.D.  
R.J. McCLURE, M.D.  
G.K. PHILLIPS, M.D.  
S.M. WARD, R.N., C.  
Certified Nurse Practitioner

NEURO-SCIENCES  
D.E. ENGSTROM, M.D.  
Psychiatry  
W.H. LABUNETZ, M.D.  
Neurology-EEG  
E.E. SHUBAT, Ph.D.  
Psychology  
T.J. KRAJACICH, Ph.D.  
Psychology

OPHTHALMOLOGY  
A.A. JORDAN, JR., M.D.  
MINDY E. STERNER, O.D.  
ORTHOPAEDIC SURGERY  
P.A. SUAREZ, M.D.

PEDIATRICS  
J.M. EICHNER, M.D.  
N.C. GERRITY, M.D.  
J.R. HALSETH, M.D.  
J.P. HINZ, M.D.  
C.C. MATELICH, M.D.  
N.J. MAYNARD, M.D.  
J.G. ROSENFELD, M.D.  
D.P. RUGGERIE, D.O.  
Pediatric Cardiology

SURGERY  
W.P. HORST, M.D.  
Urology  
R.E. LAURITZEN, M.D.  
General and Vascular  
J.E. MUNGAS, M.D.  
Vascular and General  
M.B. ORCUTT, M.D.  
General and Vascular  
J.A. SCHVANEVELDT, M.D.  
Ear, Nose & Throat  
L.M. TAYLOR, M.D.  
General and Thoracic  
W.C. VASHAW, M.D.  
General and Vascular

FAMILY PRACTICE CENTER  
J.A. ROSS, M.D.  
1220 Central Avenue  
771-0090

IMMEDIATE CARE CENTER  
D.R. ENGBRECHT, M.D.  
T.J. SWEENEY, M.D.  
1220 Central Avenue  
771-0000

ADMINISTRATION  
W.D. TAYLOR  
M.D. MISSIMER  
A.S. ROHRBACK, JR.



## GREAT FALLS CLINIC

1400 TWENTY-NINTH STREET SOUTH  
P.O. BOX 5012  
GREAT FALLS, MONTANA 59403-5012  
PHONE (406) 454-2171  
FAX (406) 454-0455

January 22, 1992

FOIA(b)(6)

RE:

TO WHOM IT MAY CONCERN:

[redacted] was diagnosed at birth as having camptomelic syndrome. This involves multiple defects including limb, trachea and back. Her care is going to be quite involved and [redacted] doesn't have the resources for this. Billings however, does have several of the physicians that will be necessary to take care of her such as orthopaedics, pediatrician and ENT. I think it is in this child's best interest to live nearer a major city such as Billings. For other care she will, however, need some care in Minneapolis.

If you have any questions, feel free to contact me.

Sincerely yours,

*JGR*  
John G. Rosenfeld, M.D.

Jgr/ch



Vincent E. Eilers, M.D.  
Lowell D. Lutter, M.D.  
Lewis J. Graner, M.D.  
John W. Benton, M.D.  
Edward C. McElfresh, M.D.  
Charles H. Moser, M.D.  
Mark T. Dahl, M.D.  
Terence J. Gibe, M.D.  
Paul D. Hartleben, M.D.  
Scott J. O'Connor, M.D.  
Steven W. Hjerpe  
Administrator



ARTHIROSCOPIC SURGERY  
FOOT AND ANKLE DISORDERS  
FRACTURES TRAUMA  
HAND SURGERY  
PEDIATRIC ORTHOPEDICS  
SPINAL DISORDERS  
TOTAL JOINT REPLACEMENT  
PHYSICAL THERAPY  
SPORTS MEDICINE

## ST. ANTHONY ORTHOPAEDIC CLINIC, P.A.

FOIA(b)(6)

January 29, 1992

To whom it may concern:

Re:

The above mentioned individual has a significant orthopaedic problem of campomelic dwarfism. It would be in their best interest to be followed both by a pediatric orthopedist and a specialized pediatrician in a medical facility where the specialized needs can be accommodated. It appears from discussion with the family that the closest area to fit these would be in Billings, Montana.

Sincerely,

A handwritten signature in black ink, appearing to read "LD Lutter", is written over the word "Sincerely,".

Lowell D. Lutter, M.D.

LDL:kam

FOIA(b)(6)

January 9, 1992

Craig Matelich, M.D.  
 John Rosenfeld, M.D.  
 Montana Deaconess Medical Center  
 P. O. Box 5012  
 Great Falls, Montana 59403

Re: [REDACTED]

Admission Date: [REDACTED]  
 Discharge Date: [REDACTED]  
 Mother: [REDACTED]

Dear Drs. Matelich and Rosenfeld:

[REDACTED] was transferred to the Newborn Intensive Care Unit of Children's Hospital of St. Paul from the Newborn Intensive Care Unit of Montana Deaconess Medical Center in Great Falls, Montana [REDACTED] at the time. The reason for transfer was cervical spine instability associated with campomelic (bent limb) dysplasia.

[REDACTED]

Apgar scores were 2 at one minute and 7 and five minutes. At the time of delivery, multiple musculoskeletal abnormalities were noted. [REDACTED] developed mild tachypnea and experienced one apneic-bradycardic episode. Because of the multiple abnormalities, [REDACTED] was transferred to the Newborn Intensive Care Unit of Montana Deaconess Hospital in Great Falls, Montana.

[REDACTED] admission physical examination showed flattened facies, a small cleft of the soft palate, and a relatively small jaw. [REDACTED] upper and lower extremities were shortened and bowed. Her feet were held in equinovarus and her hips appeared to be dislocated. X-rays of the spine showed moderate thoracic scoliosis. There were gross deformities of the cervical spine. There were block-shaped vertebra and areas where vertebral bodies appeared to be absent. There was angular kyphosis in the mid-cervical spine. There was a question of cord compression at the level of the third and fourth cervical vertebrae. A cervical myelogram showed cord compression in the region of the upper cervical spine. There was laxity and instability of the cervical spine. A post myelogram CAT scan of the cervical and thoracic spine showed significant spinal stenosis at the C3-4 level. Physicians reviewing these studies expressed concern regarding the risk of cord severance at that level. A CT scan of the head showed absence of the corpus callosum. Echocardiogram was normal. Otolaryngology was consulted regarding possible anomalies of the trachea. However, the trachea was not visualized because of concern regarding neck positioning. Dr. John Opitz of Helena, Montana, a well known geneticist and dysmorphologist, was consulted. Dr. Opitz opined that [REDACTED] likely had campomelic dysplasia. He expressed three major concerns:



1) Airway integrity - children with campomelic dwarfism often have severe tracheal abnormalities such as severe tracheomalacia and tracheal obstructions. Some have hypoplastic lungs. He suggested ENT consultation.

2) Central nervous system function - since these children also can have seizure disorders and other CNS abnormalities, he suggested CAT study of the head.

3) Spinal deformities and spinal stability - Dr. Opitz shared the concern regarding the stability of [ ] cervical spine and suggested referral to the Minnesota Spine Center. Dr. Robert Winter and the Minnesota Spine Center group have considerable experience dealing with such spinal problems in small children.

Because of concerns regarding feeding intolerance, aspiration, and the necessity for instrumenting [ ] airway in the face of cervical spine instability, feedings were withheld. [ ] received intravenous nutrition. Arterial blood gas values, serum electrolytes, BUN, creatinine, calcium, and bilirubin levels were normal. [ ] hemoglobin level was 16 grams. Blood for chromosome analysis was drawn. After evaluation and stabilization in Great Falls, Montana, [ ] was transported to St. Paul Children's Hospital. She has the following problems:

1) Campomelic dysplasia - [ ] was examined by Drs. Bruce Bartie and Robert Winter. Both concurred with Drs. Opitz's and Rosenfeld's diagnosis of campomelic dysplasia. The pediatric literature gives a rather dismal prognosis for this condition. Surprisingly, this was not Drs. Winter and Bartie's experience. Both described several cases from various areas of the country where children survived with a fairly good operational quality of life. In their view, if [ ] airway problems were not major and her spine was stabilized, there was no reason why she could not, or should not, survive.

2) Cervical spine instability - [ ] was initially placed on a split mattress, which kept her neck in a neutral position. One mattress supported the shoulders and trunk at one level; a second supported her head at a lower level, holding her neck in a neutral position. After reviewing [ ] x-rays, CT scans, and myelogram, Dr. Bartie opined that [ ] spinal cord was in no acute danger as long as her head was kept in a neutral position. Following this assessment and assurance, we treated [ ] as a relatively normal child. She was held and being fed without difficulty. At Dr. Bartie's direction, [ ] was fitted with a cervical brace which keeps her neck and head in a neutral position. While wearing this brace, she was treated as a normal child in a normal crib. She does extremely well.

In her cervical collar, [ ] has 63 degrees of kyphosis from C2 -C7. She shows no airway or esophageal dysfunction and feeds normally. Dr. Bartie wishes to allow as much time as possible to pass before attempting cervical spine fusion. His plan is to operate sometime between 6 and 12 months of age. Meanwhile, Dr. Bartie wishes to survey lateral cervical spine x-rays with the cervical collar in place six weeks, three months, 4 1/2 months, and six months following discharge. These studies can be done in Montana. The films should be forwarded to Dr. Bartie at the Minnesota Spine Center. If there is no significant increase in kyphosis or no change in [ ] general condition, the plan of surgery at 6-12 months of age will be carried through.



2) Bilaterally dislocated hips and bilateral club feet [redacted] was examined by Dr. Lowell Lutter, a pediatric orthopedic surgeon. Dr. Lutter concurred with the diagnosis of campomelic dwarfism and the diagnosis of bilaterally dislocated hips and club feet. Dr. Lutter opined that [redacted] would likely require casting for her feet and probable surgery sometime in the future (6-8 months of age). Dr. Lutter suggested these problems would be best handled in Montana. He suggested orthopedic reassessment in one month.

3) Tracheomalasia and Pierre-Robin Syndrome variant - [redacted] was examined by Dr. Barbara Malone, our pediatric otolaryngologist. Dr. Malone opined that the combination of the cleft palate, small jaw, and relatively large tongue was likely a Pierre-Robin variant. Fluoroscopy of the airway showed significant tracheomalacia. However, [redacted] had no significant clinical airway problems. A 12-hour cardiopulmonary scan with nasal thermistries was normal. A memory monitor unit study showed no significant monitor alarms, apneic events, bradycardic events, or significant arterial oxygen desaturation. A 12-hour sleep study showed some arterial oxygen desaturations associated with minor obstructive events. However, the desaturations were not significant. The sleep study included positioning [redacted] in a car seat. While in her car seat [redacted] showed some minor obstructive events when turned to the left. These events improved significantly when she was moved into a right leaning position. Again, the obstructive events were not significant. All studies were done with thoracic cervical collar in place. The collar appears to position [redacted] cervical spine and her trachea in optimal physiologic position. [redacted] also had bilateral serous otitis media, a problem common to children with cleft palates. Dr. Malone opined that [redacted] will likely require myringotomy (PE) tubes sometime in the future. She suggested repeating the BAER in one month.

4) Grade III gastroesophageal reflux - fluoroscopy of the airway, including barium swallow, showed grade III gastroesophageal reflux. This was treated with orthostatic positioning (chaliasia precautions) and improved significantly. Gastroesophageal reflux was not a major problem.

5) Agenesis of the corpus callosum - this was diagnosed via CAT scan in Montana. [redacted] showed no evidence of seizure activity or other CNS problem. Since the prognostic significance of this finding cannot be known at this time, we deferred neurological consultation. In our opinion, this problem would be best evaluated and followed closer to home.

[redacted] was discharged [redacted] with her cervical collar. Her weight at the time of discharge was 2550 grams. Her OFC measured 37 cms. Her length measured 43.5 cms. She nursed on demand every 3-4 hours and did well. Her most recent hematocrit (December 28) was 46%. [redacted] discharge physical examination showed stigmata of campomelic dwarfism, bilaterally dislocated hips, bilateral talipes equinovarus, micrognathia, a cleft of the soft palate, and mild serous otitis media. An incidental finding, mild conjunctivitis, was treated with sodium sulamyd.

[redacted] only homegoing medication was sodium sulamyd eye ointment. Minnesota State metabolic screen performed on December 28 is pending. A brain stem auditory evoked hearing test performed on January 6 showed a normal

response on the right with some delay on the left. This is likely secondary to her serous otitis media. A 12-hour sleep study showed intermittent mild airway obstructions associated with slight dips in arterial oxygen desaturation. A 12-hour cardiorespiratory scan was normal. Two 24-hour downloads of [redacted] memory monitor unit showed no significant apnea, bradycardia, arterial desaturation events, or significant monitor alarms. An upper GI showed grade III gastroesophageal reflux. Fluoroscopy of the airway showed moderate tracheomalasia.

[redacted] is scheduled to be examined in your office in one week and by the specialty group at Montana Deaconess Hospital in approximately one month.

**Final diagnosis:**

- 1) Campomelic dwarfism;
- 2) Vertebral abnormalities of the cervical spine - stable;
- 3) Pierre-Robin Syndrome variant (cleft palate; micrognathia);
- 4) Tracheomalasia, mild-moderate;
- 5) Agenesis of the corpus callosum;
- 6) Bilaterally dislocated hips;
- 7) Bilateral talipes equinovarus;
- 8) Gastroesophageal reflux, grade III.

Thank you for allowing us to participate in this very interesting child's care. We are pleased with her progress and hope she continues to do well. This is [redacted] hospital discharge summary. You will receive a more specific and detailed letter regarding [redacted] cervical spine problem from Dr. Bartie. If you have any questions regarding any aspect of [redacted] hospital stay or should you desire any additional information from [redacted] medical records, please do not hesitate to call.

Yours truly,



Stephen J. Boros, M.D.  
 Director of Neonatal Medicine  
 Children's Hospital  
 Professor of Pediatrics  
 University of Minnesota

SB/eg

cc: Barbara Malone, M.D.  
 Bruce Bartie, D.O.  
 Robert Winter, M.D.  
 Lowell Lutter, M.D.  
 Beth Ann Bloom  
 Barb Donaghy  
 NICU Discharge Planners

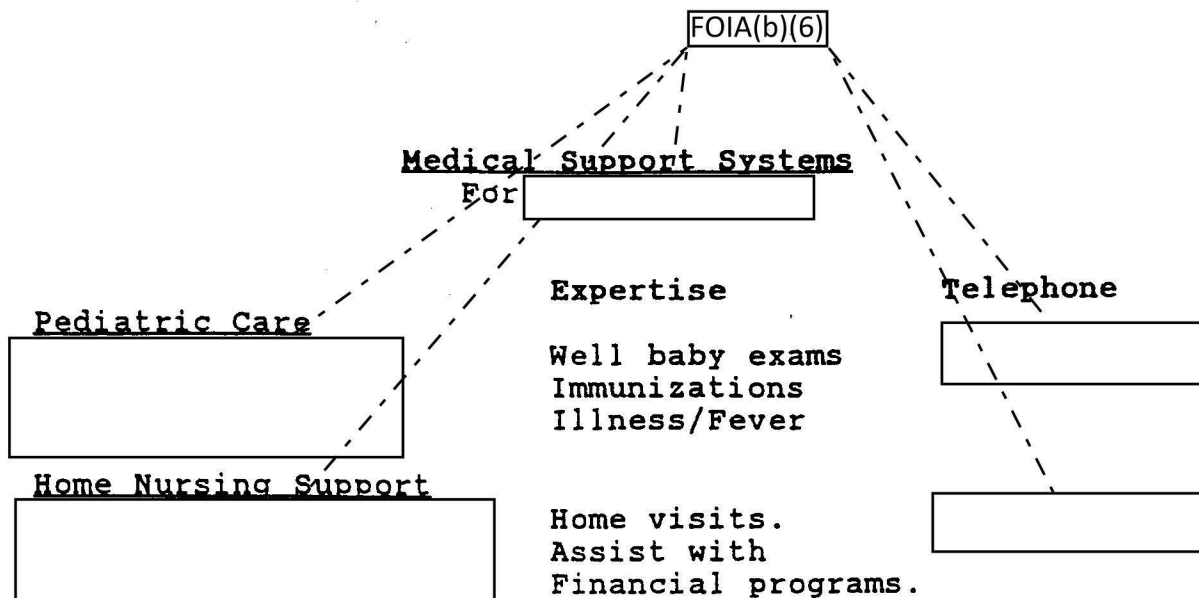
[redacted]  
 Dr. Schwaraveldt, Great Falls  
 Dr. Herder, Great Falls  
 Dr. Dennis Ruggerie, Great Falls  
 Dr. John Opitz, Helena

[redacted]  
 Deaconess Medical Records

D & T: 1-9-91

NARA-18-1003-A-003946





Consultants in St. Paul, Minn.

Children's Hospital Inc. 345 N. Smith Ave. St. Paul, Minn. 55102	612 220-6000 NICU 612-220-6210
--	--------------------------------------

<u>Neonatalogist</u> Steven Boros, M.D. Children's Hosp. Inc. 345 N. Smith Ave. St. Paul, Minn. 55102	612-220-6260
---	--------------

<u>Pediatric E.N.T. Specialist</u> Barbara Malone, M.D. 6A Central Med Bldg. 393 N. Dunlap St. Paul, Minn. 55104	Manage airway. 612-645-0691
--	--------------------------------

<u>Spine Orthopedist</u> Bruce Bartie, M.D. 606 24th Ave. So. Suite 602 Mpls., Minn. 55454	Cervicle Collar Spine surgery. 612-332-3843
--	---

<u>Pediatric Orthopedist</u> Lowell Lutter, M.D. 1661 St. Anthony Ave. St. Paul, Minn. 55104	Hips & Legs. 612-646-7952
---	------------------------------

<u>Genetics</u> Beth Ann Bloom, M.D. Gillette Children's Hosp. 200 University Ave. St. Paul, Minn. 55101	612-291-2848
--	--------------

Consultants in Great Falls, Mt.

Montana Deconess Medical Center 800-548-9970  
Great Falls, Mt.

Neonatalogist

Matelich, M.D. 406-454-2171  
Great Falls Clinic  
1400 29th St. So.  
Great Falls, Mt. 59405

Pediatric E.N.T. Specialist

Schwaraveldt, M.D. 406-454-2171  
Great Falls Clinic  
1400 29th St. So.  
Great Falls, Mt. 59405

Pediatric Neurosurgeon

Herder M.D. 406-761-1534  
2509 7th Ave. So.  
Lincoln Medical Court  
Great Falls, Mt. 59405

Pediatric Cardiology

Ruggerie M.D. 406-454-2171  
1400 29th St. So.  
Great Falls, Mt. 59405

Genetics

Opitz, M.D.  
Helena, Mt.

Consultants in Billings, Montana

St. Vincent's Hospital  
1233 N. 30th Street  
Billings, Montana

406 657-7000

Pediatric Care

Dr. David Standish, M.D.  
Children's Clinic  
1224 N. 28th Street  
Billings, MT 59101

406 252-6601

Pediatric E.N.T., Specialist

Dr. Steven Butler  
1145 N. 29th Street  
Billings, MT 59101

1-800-648-6274

Pediatric Orthopedist

Dr. Robert K. Snider  
1232 N. 30th Street  
Billings, MT 59101

406 245-3149

Plastic Surgeon

Dr. Anthony DeAngelis  
1020 N. 27th Street, Suite 310  
Billings, MT 59101

406 252-5700

Billings Oxygen Service

Apnea Monitor  
2125 8th Ave North  
Billings, MT 59101

406 259-6713

1-800-473-6713

# Memorandum



## U.S. IMMIGRATION AND NATURALIZATION SERVICE

NR 71/59.1-P  
NR 71/59.5-P

### Subject

Compassionate Transfer Requests

### Date

December 18, 1991

### To

District Directors  
Chief Patrol Agents  
Service Center Director  
Asylum Office Director  
Regional Program Managers  
Northern Region

### From

Office of the Regional  
Administrator (ROPER)  
Northern Region

The Service has provided the compassionate transfer request mechanism for employees experiencing serious personal problems to request transfer to other Service locations where relief or assistance can be obtained. However, Headquarters recently advised the Regions that frequently cases are submitted with insufficient documentation, are inappropriate for consideration under the compassionate transfer program, or contain unnecessarily limited placement options (which have caused delays in the process). Since a number of policy changes in the program have been made by Headquarters over the past 10 years, we are in this memorandum updating and consolidating that policy guidance to assist in the expeditious processing of these requests.

Compassionate transfer requests submitted by employees should contain the following information:

1. The reason for the request. The request must involve persons who are immediate family members regularly residing in the employee's household.
2. Include at least two independent medical opinions from licensed physicians or psychiatrists which substantiate the circumstances indicated in the employee's request.
3. The position title(s), grade(s), and locations the employee is willing to relocate to. Please insure the employee has listed an adequate number of locations for reassignment. Headquarters has indicated that frequently employees have been listing one location when there are other locations which would meet their needs. Limiting oneself to one location should be



District Directors, et al.

done only in unusual circumstances. Additionally, employees cannot request reassignment to a position with higher promotion potential or to a higher-graded position.

4. A statement from the employee acknowledging that the cost of the relocation will be at his/her own expense should be included.

Once the employee's request is submitted to their first-line supervisor and on up through the supervisory chain, the following should be done:

1. Field and Regional officials are responsible for reviewing each request submitted to insure that it falls within the compassionate transfer parameters. Requests which are missing information should be returned to the employee before forwarding to the next supervisory level.

2. Comments and recommendations by the first-line supervisors (and second-line if applicable), as well as by the District Director/Chief Patrol Agent/Director, must accompany the request.

3. The employee's request, with all attachments and recommendations, is to be forwarded to the Regional Personnel Division not later than one week following the initial date of the request.

4. The Regional Personnel Division will review the request for proper documentation and forward it to the appropriate Regional Program Manager(s) for a recommendation. If the request is for a position outside the Northern Region, the Regional Program Manager of the employee will be asked to provide a recommendation. If the employee is requesting reassignment to a position within the Northern Region, the Regional Program Manager(s) will be asked to provide a recommendation. The Regional Program Managers and the Regional Personnel Division will have one week to review, comment, and forward the material to Headquarters.

5. If field and Regional officials do not feel strongly that a request should be approved, it should simply be "forwarded" for Headquarters' action or a recommendation for "disapproval" should be made.

District Directors, et al.

6. The Regional Personnel Division will be responsible for forwarding the compassionate transfer request to Headquarters, and will notify the appropriate District/Sector/Center/Office of Headquarters' decision.

Questions should be referred to your servicing Personnel Staffing Specialist at FTS 725-3496 or commercial 612-725-3496.

*Stanley L. Johnson*

Stanley L. Johnson  
Acting Regional Administrator

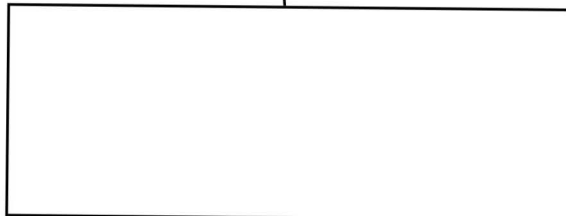
February 18, 1992

Dear Sir,

We are writing you concerning our daughter and son-in-law, [redacted] are the parents of [redacted] who was born [redacted] [redacted] was born with several severe birth defects. She was life flighted out to Great Falls and then days later to St. Paul, Minnesota. She came home on January 10, 1992 for the first time. Since that time [redacted] has been in the hospitals at [redacted] Billings. She has to wear a heart monitor, a cervical collar, due to the fact that she has an obstruction in her airway, trachiamylisia, and is missing two vertabrae in her neck. These are only a few of the things that she has, caused by a very rare genetic disease called Campomelic Dysplasia Syndrome. My granddaughter is under the care of several specialist in Billings at the present time.

We are asking your help in finding out why the U.S. Border Patrol with whom our son-in-law is employed, can not make some kind of transfer to Billings in order for [redacted] to have not only specialist to attend her but be able to have quick access to hospitals and doctors without having to drive [redacted] [redacted] has applied for a transfer, and has been offered a compassionate transfer to the state of Washington which is [redacted] away. This would mean they would not have any help from the government with this move, nor with selling their house. With the expense of plane tickets, traveling back and forth to Billings, not even enumerating the untold other expense that they have incurred because of her illness, they would not be able to do this without losing everything that they own. If they could transfer to Billings they have doctors already familar with her illness, friends that support them, and [redacted] need them because she has to have 24 hour a day care by the two of them. Doctors state a move could be too much for her and that she is at this very critical time in her life. This could be the only means of her survival.

Your help looking into this matter could be the only hope we have. I have no words to express the urgency of our request. We appreciate your time and anything you might see fit to do for my family.





FOIA(b)(6)

February 19, 1992

Dear Sir,

I am writing this letter in behalf of [redacted] daughter of [redacted] who is with the U. S. Border Patrol. I am the aunt of [redacted] This child was born [redacted] with severe genetic birth defects, known as Campomelic Syndrome. This is a disease with very little medical knowledge known to man. Few physician and facilities are capable of caring for this child and she has been turned down already by several physicians, Great Falls for one, due to lack of medical knowledge of this rare genetic disorder. Her only hope for survival is for [redacted] to be transferred near a facility capable of fulfillment of [redacted] much needed care. Billings, Montana has specialist three of which have already begun to treat her.

[redacted] has been offered a position in Washington State by the government, but they are not financially nor medically able to move [redacted] physicians have stated that such a far move may at this critical time in her life, prove to be detrimental to her health. They are trying to get a compassionate move to Billings, Montana which would not be as expensive a move and where they already have physicians and friends who are in the area. [redacted] need them and all the support that they can get, due to the fact that she requires 24 hour a day care from [redacted]

I greatly appreciate any endeavor on your part for the life of [redacted] I am.

[redacted]



FOIA(b)(6)

February 27, 1992

Dear Sir,

I am writing this letter in behalf of [redacted] daughter of [redacted] who is with the U.S. Border Patrol. I am a friend of [redacted]. This child was born [redacted] with severe genetic birth defects, known as Campomelic Syndrome. This is a disease with very little medical knowledge known to man. Few physician and facilities are capable of caring for this child and she has been turned down already by several physicians, Great Falls for one, due to lack of medical knowledge of this rare genetic disorder. Her only hope for survival is for [redacted] to be transferred near a facility capable of fulfillment of [redacted] much needed care. Billings, Montana has specialist, three of which have already begun to treat her.

[redacted] has been offered a position in Washington State by the government, but they are not financially nor medically able to move [redacted] physicians have stated that such a far move may at this critical time in her life, prove to be detrimental to her health. They are trying to get a compassionate move to Billings, Montana which would not be as expensive a move and where they already have physicians and friends who are in the area. [redacted] need them and all the support that they can get, due to the fact that she requires 24 hour a day care from [redacted]

I greatly appreciate any endeavor on your part for the life of [redacted] I am,

Sincerely,

A FRIEND

February 27, 1992

Dear Sir,

I am writing this letter in behalf of [redacted] daughter of [redacted] who is with the U.S. Border Patrol. I am a friend of [redacted]. This child was born [redacted] with severe genetic birth defects, known as Campomelic Syndrome. This is a disease with very little medical knowledge known to man. Few physician and facilities are capable of caring for this child and she has been turned down already by several physicians, Great Falls for one, due to lack of medical knowledge of this rare genetic disorder. Her only hope for survival is for [redacted] to be transferred near a facility capable of fulfillment of [redacted] much needed care. Billings, Montana has specialist, three of which have already begun to treat her.

[redacted] has been offered a position in Washington State by the government, but they are not financially nor medically able to move [redacted] physicians have stated that such a far move may at this critical time in her life, prove to be detrimental to her health. They are trying to get a compassionate move to Billings, Montana which would not be as expensive a move and where they already have physicians and friends who are in the area. [redacted] need them and all the support that they can get, due to the fact that she requires 24 hour a day care from [redacted]

I greatly appreciate any endeavor on your part for the life of

[redacted] I am,

Sincerely,

A FRIEND

Mrs. Barbara D. Knight  
120 Wages Road  
Brunswick, GA 31520  
(912) 267-7908

March 5, 1992

FOIA(b)(6)

Dear Sir,

I am a friend of [redacted] I am writing to you in behalf of their daughter, [redacted] who was born [redacted] with severe birth defects caused by an extremely rare genetic disease, campomelic syndrome.

Their problem is that the physicians [redacted] where [redacted] is stationed with the Border Patrol, have turned [redacted] down for medical care because of their lack of knowledge of this disease. [redacted] needs to be within minutes of a hospital, with the facilities and physicians capable of handling her special needs. She has come very close to dying several times already, then she has to be driven [redacted] over very rough roads to the hospital in Billings, Mt. where specialists are available.

What [redacted] is attempting to do is get a transfer to Billings and although he has an exemplary record with the Border Patrol, is having problems getting it. He has been offered a transfer to the state of Washington, but the doctors have warned that [redacted] might not survive a move of this distance and the financial cost would be disastrous to them.

If there is anything you could do to aid them we would appreciate it so much. We believe that if you knew all the facts about [redacted] and how she has fought to live against such daunting odds, your heart would go out to this brave little girl and her young parents. We cannot understand why the Border Patrol has not been able to give them some kind of compassionate transfer.

Thank you for your attention to our request.

Sincerely,

*Mrs. Eugene T. Sloan*  
*Mr. Eugene T. Sloan*  
Mr. & Mrs. Eugene T. Sloan  
322 Wildsmith Drive  
Brunswick, Georgia 31520  
Phone 912-264-8261



FOIA(b)(6)

2410 Shiloh Road  
Billings, MT 59106

February 23, 1992

1992 MAR -4 AM 10:42  
Senator Max Baucus  
United States Senate  
Senate Office Building  
Washington, DC 20510

Honorable Senator Baucus,

I am writing on behalf of a small child I have had the pleasure to meet, Little [redacted] [redacted] has several problems with her health from birth. I cannot explain the medical condition, for I am not trained in that area, but I know this small child needs close-state-of-arts/medical attention of a skilled medical community.

[redacted] dad [redacted] is employed by the United States Border Patrol, [redacted] He is a very loving father [redacted] and husband to her mom, [redacted] For this young family to survive I personally feel it is imperative that he be reassigned to the border patrol office here in the Billings area.

[redacted] and her family have close personal friends here and that close support could help them survive the extensive medical problems [redacted] must overcome during the next months and years.

Here in Billings we do have a highly skilled medical establishment. The expert doctors that can help the baby [redacted] and her folks through this, are here in Billings [redacted] We, also, have many support groups here in town that could be helpful with supporting the family.

I know that [redacted] will be dropping information at your office here in Billings and I would appreciate all the attention you and your staff could extend to assist this young family.

Believe me Max, little [redacted] is special, her folks are special and all of her folks' friends, here in the Billings area, are special; please give them all the opportunity to stay that way and somehow help with a reassignment for [redacted] to the Billings area.

This is truly a young family that has touched my heart and I know they would your heart also.

I remain your supporter,

*Nancy*  
Nancy L. Coleman

NARA-18-1003-A-003958

FOIA(b)(6)  
FOIA(b)(7) - (C)

DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From:   
To: AG. ODD: 07-06-92  
Date Received: 06-19-92 Date Due: 09-15-92 Control #: X92061909399  
Subject & Date

06-15-92 LETTER SUBMITTING A COMPLAINT OF DISCRIMINATION AGAINST HIM REGARDING HIS EMPLOYMENT WITH THE IMMIGRATION AND NATURALIZATION SERVICE (INS). STATES THAT HE RECEIVED A NOTICE ADVISING HIM THAT HIS EMPLOYMENT WITH INS WAS BEING TERMINATED BECAUSE OF FALSIFIED INFORMATION ON HIS EMPLOYMENT APPLICATION. FEELS HE WAS TERMINATED AS A RESULT OF PROBLEMS WITH HIS INS SUPERVISOR AND FORMER REFERENCES FROM HIS PREVIOUS JOBS; WITH ENCLOSURES.

	Referred To:	Date:	Referred To:	Date:	
(1)	INS;MCNARY	06-19-92	(5)		W/IN:
(2)	DAG;TERWILLIGE	09-08-92	(6)		
(3)			(7)		PRTY:
(4)			(8)		1S
	INTERIM BY:		DATE:		OPR:
	Sig. For: ODAG		Date Released: 09-16-92		MAU

Remarks

INFO CC: OAG, ODAG (FORD), JMD/EEOS.  
(1) PREPARE RESPONSE FOR DAG SIGNATURE. RETURN THRU EXEC. SEC., ROOM 4400-AA, FOR TRANSMITTAL TO THE DAG.  
(2) W/MEMO FROM INS/MCNARY TO THE DAG DATED 09-03-92 SUBMITTING PREPARED RESPONSE FOR DAG SIGNATURE. (MAU)  
09-11-92: PER ODAG, SIGNATURE LEVEL CHANGED TO ODAG/FORD. (MAU)

Other Remarks:

I920619 820  
09-16-92. ODAG/FORD SIGNED LETTER DATED 09-11-92. ODAG DISPATCHED ORIGINAL LETTER AND EXEC. SEC. PROVIDED A COPY ALONG WITH AN UPDATED CONTROL SHEET TO INS. (BJM)

OLA CONTACT:

9/8/92 RJF FOR REVIEW  
FILE: PERSONNEL/GENERAL  
J920619 2430

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*

Q/6 15 June 92



U.S. Department of Justice

Office of the Deputy Attorney General

FOIA(b)(6)  
FOIA(b)(7) - (C)

Associate Deputy Attorney General

Washington, D.C. 20530

September 11, 1992

Dear [REDACTED]:

This is in response to your letter to the Attorney General regarding allegations of employment discrimination. Your complaint has been forwarded to the Immigration and Naturalization Service (INS), Office of Equal Employment Opportunity (EEO), for processing.

Your complaint was acknowledged on June 25. On July 10, your complaint was accepted for investigation. The complaint has been assigned to the investigative firm of Delany, Siegel, Zorn and Associates for investigation. On July 16, correspondence was forwarded to you from the INS Office of EEO advising you of the name of the assigned EEO Investigator. (Copies of all correspondence are enclosed.)

Upon completion of the investigation, the investigative file will be reviewed for sufficiency. If the investigative file is sufficient, a copy will be forwarded to you.

For further information regarding the status of your complaint, please contact Ms. Carolyn V. Hodge, Director of Equal Employment Opportunity, Immigration and Naturalization Service, 425 Eye Street N.W., Washington, D.C. 20536.

Sincerely,

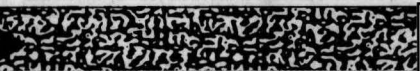
Rex J Ford  
Associate Deputy Attorney General

Enclosures



4194074474

**RECIPIENT'S COPY**

		To (Recipient's Name) Please Print		Recipient's Phone Number (Very Important)	
		2 <b>ATTORNEY GENERAL (USA)</b>		<b>(NOT KNOWN)</b>	
		o. Company		Department/Floor No.	
		<b>MAIN JUSTICE BLDG.</b> Exact Street Address (We Cannot Deliver to P.O. Boxes or P.O. Zip Codes.) <b>1014 CONSTITUTION AVE NW</b>			
City		State		ZIP Required	
<b>WASHINGTON</b>		<b>DC</b>		<b>20530</b>	

YOUR INTERNAL BILLING REFERENCE INFORMATION (optional) (First 24 characters will appear on invoice.)				IF HOLD FOR PICK-UP, Print FEDEX Address Here	
PAYMENT 1 <input type="checkbox"/> Bill Sender 2 <input type="checkbox"/> Bill Recipient's FedEx Acct. No. 3 <input type="checkbox"/> Bill 3rd Party FedEx Acct. No. 4 <input type="checkbox"/> Bill Credit Card 5 <input checked="" type="checkbox"/> Cash/Check				Street Address City State ZIP Required	

SERVICES (Check only one box)		DELIVERY AND SPECIAL HANDLING (Check services required)		PACKAGES	WEIGHT in Pounds Only	YOUR DECLARED VALUE	Emp. No.	Date	Federal Express Use
Priority Overnight (Delivery by next business morning) 11 <input type="checkbox"/> YOUR PACKAGING 16 <input type="checkbox"/> FEDEX LETTER * 12 <input type="checkbox"/> FEDEX PAK * 13 <input type="checkbox"/> FEDEX BOX 14 <input type="checkbox"/> FEDEX TUBE	Standard Overnight (Delivery by next business afternoon) 51 <input type="checkbox"/> YOUR PACKAGING 56 <input checked="" type="checkbox"/> FEDEX LETTER * 52 <input type="checkbox"/> FEDEX PAK * 53 <input type="checkbox"/> FEDEX BOX 54 <input type="checkbox"/> FEDEX TUBE	1 <input type="checkbox"/> HOLD FOR PICK-UP (Fill in Box H) 2 <input checked="" type="checkbox"/> DELIVER WEEKDAY 3 <input type="checkbox"/> DELIVER SATURDAY (Extra charge) (Not available to all locations) 4 <input type="checkbox"/> DANGEROUS GOODS (Extra charge) 5 <input type="checkbox"/> 6 <input type="checkbox"/> DRY ICE Lbs. 7 <input type="checkbox"/> OTHER SPECIAL SERVICE 8 <input type="checkbox"/> 9 <input type="checkbox"/> SATURDAY PICK-UP (Extra charge) 10 <input type="checkbox"/> 11 <input type="checkbox"/> DESCRIPTION 12 <input type="checkbox"/> HOLIDAY DELIVERY (If offered) (Extra charge)	DIM SHIPMENT (Chargeable Weight) <input type="checkbox"/> lbs. <b>L x W x H =</b> Received At 1 <input type="checkbox"/> Regular Stop 3 <input type="checkbox"/> Drop Box 2 <input type="checkbox"/> On-Call Stop 4 <input type="checkbox"/> B.S.C. 5 <input type="checkbox"/> Station				<input type="checkbox"/> Cash Received <input type="checkbox"/> Return Shipment <input type="checkbox"/> Third Party <input type="checkbox"/> Chg. To Del. <input type="checkbox"/> Chg. To Hold Street Address City State Zip Received By: <b>X</b> Date/Time Received FedEx Employee Number Release Signature: FedEx Emp. No.		Base Charges Declared Value Charge Other 1 Other 2 Total Charges <b>\$19.00</b> REVISION DATE 6/91 PART #137205 GBFE FORMAT #099 <b>099</b> © 1990-91 F.E.C. PRINTED IN U.S.A.

FOIA(b)(6)  
FOIA(b)(7) - (C)

# Action Memorandum

FOIA(b)(6)  
FOIA(b)(7) - (C)

ATTORNEY GENERAL/DEPUTY ATTORNEY GENERAL/ASSOCIATE ATTORNEY GENERAL

## Subject

EEO Complaint  
INS Complaint

## Date

SEP - 3 1992

TO: George J. Terwillinger, III  
Deputy Attorney General

FROM: Gene McNary *Gm*  
Commissioner, INS

Summary: This letter is in response to a June 15 letter from  
[redacted] regarding termination from the  
Service.

Action Required: Signature

Due Date/Action  
Forcing Event: 7/6/92

DOJ Coordination: Division/Component and Views (attach comments if other than concurrence)

This correspondence was delayed due to the fact that additional information had to be gathered from the EEO Counselor.

Concurrences: DAG ASG OLC OPC OLA JMD OAPM

Initials

Date

	N/A	N/A	N/A	N/A	N/A	N/A	

External Coordination: Agency and Views (attach comments if other than concurrence).

Contact Point for

Additional Information:

Winona H. Varnon, Chief Discrimination  
Complaints Branch (202) 514-2732

NARA-18-1003-A-003962





U.S. Department of Justice

Office of the Deputy Attorney General

FOIA(b)(6)  
FOIA(b)(7) - (C)

The Deputy Attorney General

Washington, D.C. 20530

Dear [REDACTED]:

This is in response to your letter to the Attorney General regarding allegations of employment discrimination. Your complaint has been forwarded to the Immigration and Naturalization Service (INS), Office of Equal Employment Opportunity (EEO), for processing.

Your complaint was acknowledged on June 25. On July 10, your complaint was accepted for investigation. The complaint has been assigned to the investigative firm of Delany, Siegel, Zorn and Associates for investigation. On July 16, correspondence was forwarded to you from the INS Office of EEO advising you of the name of the assigned EEO Investigator. (Copies of all correspondence are enclosed.)

Upon completion of the investigation, the investigative file will be reviewed for sufficiency. If the investigative file is sufficient, a copy will be forwarded to you.

For further information regarding the status of your complaint, please contact Ms. Carolyn V. Hodge, Director of Equal Employment Opportunity, Immigration and Naturalization Service, 425 Eye Street N.W., Washington, D.C. 20536.

Sincerely,

George J. Terwilliger, III  
Deputy Attorney General

Enclosures



U.S. Department of Justice

Immigration and Naturalization Service

FOIA(b)(6)  
FOIA(b)(7) - (C)

425 Eye Street N.W.  
Washington, D.C. 20536

CO 700.70

10 JUL 1992

Dear [redacted]:

This is in reference to your EEO complaint filed with the Attorney General of the United States on June 2, 1992. Your complaint was forwarded to the Immigration and Naturalization Service Office of Equal Employment Opportunity for processing.

The purpose of this correspondence is to advise you that your EEO complaint has been accepted on the bases of Race (Caucasian), Color (White) and National Origin (Irish). The following issue will be investigated:

1. Termination from the Service [redacted] due to alleged falsification of information on your employment application.

All other references in the formal complaint will be used as background information to support the timely issue of your complaint.

Notification of assignment of an EEO Investigator will be forwarded under separate cover.

Sincerely,

*Carolyn V. Hodge*

Carolyn V. Hodge  
Director of EEO  
Office of Management

FOIA(b)(6)  
FOIA(b)(7) - (C)

25 JUN 1992

CC 763.70

In re: Discrimination Complaint of

Complaint No.: [REDACTED]

Date Filed: June 4, 1992

Dear [REDACTED]:

The purpose of this letter is to acknowledge receipt of your discrimination complaint by the U.S. Immigration and Naturalization Service and to provide you with written notification of your rights as well as the time requirements for exercising those rights. If you have further questions, please contact this office.

Please bear in mind that EEO complaints may be cancelled for failure to prosecute in accordance with 29 CFR 1613.215. Therefore, it is necessary for you to advise this office, in writing, of any changes with respect to your current address and duty station within 15 calendar days. You also have an affirmative burden to cooperate in the processing of your complaint by providing information or sworn testimony, as appropriate. Failure to do so will be construed as failure to prosecute.

If your complaint, or any allegation contained therein is rejected, it is considered to be a final agency decision by the Director of EEO for the Department of Justice on the complaint or that portion of the complaint which is rejected. You will receive a decision by separate letter if your complaint or any part thereof is rejected, and you will be advised at that time of your rights of appeal.

If your complaint is accepted, it will be investigated. Based on the information developed by the investigation, an attempt will be made to resolve your complaint informally. You will receive a copy of the investigative report and have an opportunity to discuss it with an appropriate Service official.



If an informal adjustment or settlement of the complaint is reached, the terms of the settlement agreement will be stated in writing and signed by you and an appropriate Service official. The settlement agreement will include a statement by you that you are withdrawing your complaint so that the case may be closed. You will be provided with a copy of this agreement.

If an adjustment or settlement of the complaint is not reached, the administrative processing of the complaint will continue. Subsequently, you will be notified in writing of the Service's proposed disposition of the discrimination complaint and your right to:

- (1) A hearing by a U.S. Equal Employment Opportunity Commission (EEOC) Administrative Judge who will conduct the hearing and recommend a decision to the Department, after which a final decision will be rendered by the Complaint Adjudication Office of the Department of Justice; or
- (2) A final decision without a hearing based on the existing complaint file by the Departmental Complaint Adjudication Officer.

If you want a hearing or final agency decision without a hearing you must NOTIFY THIS OFFICE WITHIN 15 CALENDAR DAYS OF RECEIPT OF THE SERVICE'S PROPOSED DISPOSITION OF YOUR COMPLAINT; otherwise the Departmental Complaint Adjudication Officer may adopt the proposed disposition as the final agency decision. Your request for a hearing or a final agency decision without a hearing must be addressed to me, so that necessary arrangements can be made.

If you are dissatisfied with the final decision by the Complaint Adjudication Officer of the Department of Justice (with or without a hearing), you may file a notice of appeal to the EEOC Office of Review and Appeals (ORA) within 28 calendar days of receipt of the final agency decision. Also, you may submit a brief or statement to support your appeal to ORA within 30 calendar days after filing the notice of appeal. Any appeal to the EEOC should be addressed to the Director, Office of Review and Appeals, Equal Employment Opportunity Commission, P. O. Box 19848, Washington, D.C. 20036. At the same time you must furnish a copy of the supporting brief or statement to the Complaints Adjudication Officer. His address is as follows:

Complaints Adjudication Officer  
U.S. Department of Justice  
Post Office Box 66258  
Washington Square Station  
Washington, DC 20035-6258

Instead of an appeal to the EEOC you may file a civil action in a proper federal district court within 30 calendar days after receiving the final agency decision or, if the agency has not issued a final decision on your complaint, after 180 calendar days from the date the formal complaint was filed. If you file a civil action under Title VII of the Civil Rights Act of 1964, as amended, or the Rehabilitation Act of 1973, as amended, and you do not have, or are unable to obtain the services of a lawyer, you may request the court to appoint a lawyer to represent you. In such circumstances as the court may deem just, the court may appoint a lawyer and may authorize the commencement of the action without the payment of fees, costs or security. Any such request must be made within the above referenced 30-day time limit for filing suit and in such form and manner as the court may require.

You are further notified that if you file a civil action, you must name the appropriate Department or Agency head as the defendant. Failure to name the head of the Department or Agency may result in the loss of any judicial redress to which you may be entitled. The head of the Department of Justice is William P. Barr, Attorney General.

If you decide to appeal to the EEOC Office of Review and Appeals, you will still have an opportunity to file a civil action in a federal district court within 30 calendar days after receiving the EEOC's final decision, or 180 calendar days after the date of your initial appeal to the Commission if the EEOC has not rendered a final decision.

In addition, if the Complaint Adjudication Officer of the Department of Justice has not issued a final decision on your complaint within 180 days of the date it was filed with the Service, you may file a civil action in an appropriate U.S. District Court. However, the filing of a civil action terminates the administrative processing of the complaint.

Your continuing cooperation during the processing of your discrimination complaint will ensure that this matter is processed as expeditiously as possible.

Sincerely,



CAROLYN V. HODGE  
Director  
Office of EEO





U.S. Department of Justice

Immigration and Naturalization Service

425 Eye Street N.W.  
Washington, D.C. 20536

FOIA(b)(6)  
FOIA(b)(7) - (C)

CO 700.70

10 JUL 1992

Dear [REDACTED]:

This is in reference to your EEO complaint filed with the Attorney General of the United States on June 2, 1992. Your complaint was forwarded to the Immigration and Naturalization Service Office of Equal Employment Opportunity for processing.

In your formal complaint you alleged discrimination on the bases of Race (White), Color (Caucasian) and National Origin (Irish). In accordance with Title VII regulations, Race is then ethnic group in which an individual is a part of. In your complaint Caucasian should be listed by Race. The allegation of color is defined by skin hue. In your complaint, white should be listed as your color. Your complaint has been accepted on the bases of Race (Caucasian), Color (White) and National Origin (Irish).

In your written chronology of events attached to your formal complaint, you list a series of allegations of discrimination which occurred [REDACTED]. You did not contact an EEO Counselor until March 26, 1992. In accordance with 29 Code of Federal Regulations section 1613.214:

An Agency may accept an allegation for processing only if the complainant brought to the attention of the EEO Counselor the matter causing him/her to believe he/she had been discriminated against within 30 calendar days of the alleged discriminatory event...

Accordingly, the allegations in your complaint that were not brought to the attention of an EEO Counselor within 30 calendar days cannot be accepted as timely issues for processing. These allegations will be investigated as background information to support the timely issue of Termination of employment from the Service.

In your memorandum dated March 26, 1992 to EEO Counselor, [REDACTED] you wrote "No one cares if the white male is discriminated against and the agency does not fear reprisal. It is also interesting to note that there are no white males on the list of EEOC Counselors".

Please be advised that there are seven EEO Counselors in the New York District Area. Three Counselors are White Males, one Counselor is a Hispanic Female, two Counselors are Black Females and one Counselor is a Black Male. It is the policy of the Headquarters Office of EEO to ensure that there are available EEO Counselors to service the needs of the Immigration and Naturalization Service employees, applicants for employment or former employees.

A charging party has the right to select any Counselor from the available listing of EEO Counselors (Enclosed are the names of the EEO Counselors servicing the New York District area).

Your acceptance letter outlining the acceptable bases and issue is enclosed.

Sincerely,



Carolyn V. Hodge  
Director of EEO  
Office of Management

E E O C O U N S E L O R S

FOIA(b)(6)  
FOIA(b)(7) - (C)

New York District Office  
Immigration & Naturalization Service  
26 Federal Plaza  
New York, N.Y. 10278

[REDACTED]  
Special Agent

Aaron Shultz (212) 264-5951  
Employee Development Spec.

Pearlie B. Wilkins (212) 264-5811  
Supervisory Clerk (Typing)

[REDACTED]  
Special Agent

[REDACTED]  
Immigration Examiner

John F. Kennedy International Airport  
Immigration & Naturalization Service  
Jamaica, N.Y. 11430

[REDACTED]



FOIA(b)(6)  
FOIA(b)(7) - (C)

FOIA(b)(7) - (C)

June 15, 1992

EXECUTIVE SECRETARIAT

92 JUN 19 A9:21

RECEIVED  
DEPARTMENT OF JUSTICE

Attorney General of the United States  
Main Justice Building  
10th & Constitution Avenue, North West  
Room 5111  
Washington, D.C. 20530

Dear Sir,

Please allow this letter and the attachments to serve as my written formal complaint of discrimination against me regarding my employment with the Immigration and Naturalization Service.

On [redacted] I received a notice stating my employment with the service was being terminated at the close of business [redacted]. This notice states that I falsified information on my application for employment and failed to present this information. Therefore, I am unsuitable for the position of Immigration Inspector.

However, I have not falsified my application but, instead sent the application in apparently with one page missing and this is what the agency says was "falsification of information".

Furthermore, the supervisor in charge of my suitability interview clearly stated on several occasions during the interview that he was concerned with my mental stability based on information from employers. I therefore submit to you that the information that was allegedly missing was not even a concern of this supervisor and that he was clearly stating that I was mentally unfit for the position. This particular supervisor's name is [redacted]

[redacted] recommended my termination based on the comments made by former employers, one which I was forced to

bring a lawsuit against for worker's compensation and the other employer who maliciously slander me and my reputation during the interview with the Office of Personnel Management officer. Apparently, the investigation is not really an investigation but, rather a free for all and statements made by the former employers is as good as gold and does not require any further investigation and substantiation.

[redacted] further claims that I failed to seek help with my credit cards until after I began working for the service. However this is also untrue and I have enclosed a letter from the consumer credit counseling agency which is helping me to get back on budget which clearly shows that I sought help long before I was considered for the position of immigration inspector.

[redacted] also claims that I failed to disclose an arrest which occurred [redacted] for a traffic violation which resulted in a reckless driving conviction however, I clearly marked the block on question 23e which indicates that I was arrested for this violation and that I completed the box which requested further information explaining the results of the matter. (ATTACH.#1)

The final point which [redacted] claims I misrepresented myself was my termination from a position with [redacted]. However, this and another position were on the same page of the application and was apparently missing when received by the agency. Please note that when I met with the investigator from OPM, I was forthright with the information and explained the entire situation with her.

These are the alleged reasons for termination however, [redacted]

[redacted] requested that I provide proof that I was making payments on my accounts and that I was physically fit to undergo training at the Federal Training Center. I immediately provide the requested information and was told to relax that this is not unusual and that it will workout.

The next thing I know [redacted] has requested that I be terminated and so I was.



[redacted] has on at least three occasions proved to me that he harbors a great dislike for white people and especially white males. He has treated me with a great deal of disrespect and dislike. On one occasion, I approached him because he was the supervisor in charge, and I stated that I was unable to find an available work station. He turned towards me never looking at me and stated "don't tell me there is no booths because I'll find you one" he then turned away and never located an available booth. In another incident [redacted] painstakingly relieved all the black female inspectors for dinner, followed by the black males and then it was not until someone said something to him that he allowed the rest to break for dinner. Also, on another occasion he allowed another inspector to stay for overtime and released me even though I was lower on the list which indicates that I was to be selected first. These incidents occurred [redacted]

[redacted] apparently feels he is qualified to determine someone's state of mind based on comments made by someone else.

I was terminated because of hatred and dislike and not because of falsification. All the records clearly state that I was giving the requested information as asked and that I was not intentionally misleading anyone at anytime for any reason.

[redacted] clearly did not like me and was charged with the duty of determining my fitness for the position however, he was pre-disposed in making his decision against me based on heresy and personal prejudices.

The comments which I am referring to in paragraph two are ones made by [redacted] from the bank and [redacted]. These comments evidently are taken literally without reservation nor qualification as to their truth and accuracy.

[redacted] who has admitted to me on several different occasions that she has used cocaine and other illicit drugs on a regular basis made many inaccurate and slanderous comments about my employment [redacted]. She stated that I was terminated for not bringing overages and shortages to [redacted] bank officer's attention yet, all the slips in question are signed and dated by



FOIA(b)(6)

-4-

[redacted] bank officer. [redacted] stated that I had a superior male complex and suffered from insecurity because I lived at home with my parents at age 25. She made several other comments which went unchallenged and were written as truths. I submit to you that [redacted] is not more than a high school graduate and has no qualifications to make such assertions. [redacted] must have felt pressure from me that I did not impose upon her because I received many complements from upper management about my appearance and professional behavior. [redacted] feared that I may well have her position if I was to continue to perform successfully. This is what caused my eventual termination which to this day I am compelled to call a wrongful discharge by an individual who was taking drugs and partying until early mornings on many occasions and this is possibly what caused her to feared me.

[redacted] who also made many allegations with no support or evidence, was also taken as telling the truth. [redacted] as well as [redacted] were heavy drinkers and drank at nearly every stop they made on several days of the week. [redacted] drank so often that his doctor told him to stop because his triglycerides were too high and could lead to heart complications. This is the same man that stated I had poor judgement and he would not hire me for any job. I submit to you that [redacted] was intentionally making comments that to an agency charged with the important tasks as the Justice Department is, would most likely consider detrimental to the over all safety of the agency and therefore not hire me. [redacted] was retaliating because he was forced to accept the fact that I had a legitimate compensation claim and he did not want me to receive any benefits. Please see attachment number two were the agent for the insurance company warned [redacted] about mailing my compensation checks back to the insurance company rather than forwarding them to me. This is just a brief summary of some of the remarks made and the reasons behind them. In any event such remarks should not be taken as fact and the investigator should be charged with determining what is fact and what is fiction.



In conclusion, if suitability is what is in question than why are there so many other inspectors who failed to disclose terminations, drunken driving convictions, arrests, and a variety of other infractions allowed to be reinstated and have continued to work for the service?

Would an inspector who shot his wife be suitable? Would an inspector who pulled his gun out in his booth to threaten a passenger be suitable? Would an inspector who lied about a termination from a job and never disclosed to anyone be suitable? Would an inspector who drew his gun on an alien who refused to be printed be suitable? Would an area port director who was the cause of an accident to due intoxication be suitable? Would an inspector who drew his gun on another inspector on an elevator be suitable? Would an area port director who was having an affair with another inspector even though he was married be suitable? Would an inspector who has two drunken driving convictions but only revealed one be suitable? Would an inspector who leaves his work station during certain flights because he does not like smelly white people be suitable for the position? Because if these inspectors and port directors are suitable then New York has a problem determining who is suitable and who is not.

When I met with the OPM investigator back in September I explained any and all discrepancies with her as I was instructed to do if I determined that something was misunderstood or left out. I have made a complete disclosure, there is no room for blackmail, there are no skeletons in the closet and no risk of disloyalty.

My single most important aspiration in life was to complete college and become an investigator for the government. I paid my way through college without help from my family by working two jobs and attending night school. I had the unpleasant experience of coming across people who were jealous and who worked hard in stopping me from reaching my goals. I am a God fearing, church going catholic who prays that these types of people will not win out over my efforts.

I wish to be exonerated from any wrong doing and receive equal and fair treatment as my counterparts have.

It should be further noted that I received a fully successful rating of my performance on the job. I also received a recommendation from both my first line and second supervisors for a grade increase and I was two days from going to the Federal Law Enforcement Training Center when I was terminated for alleged falsification. I worked for the service for 350 days and not once was my work in question for lack of responsibility or loyalty or cooperativeness.

Perhaps, suitability can not be determined by mistakes in application forms or by remarks made by former employers who are not qualified to make such remarks nor are able to validate them with more than their own opinions.

This concludes my statement I have attached several supporting documents for further explanation.

Please do not hesitate to contact me should you have any questions regarding this or any other matter.

Respectfully,



Enclosures



**PRIVACY ACT STATEMENT:** 1. **AUTHORITY**—The authority to collect this information is part of the company file during the investigation; hearing, if any; adjudication; and appeal, if one, to the Equal Employment Opportunity Commission.

2. **PURPOSE AND USE**—This information will be used to document the issues and allegations of a complaint of discrimination based on race, color, religion, sex, age, handicap, or national origin. The signed statement will serve as the record necessary to sustain an investigation and will become

3. **EFFECTS OF NON-DISCLOSURE**—Submission of this information is VOLUNTARY. Failure to furnish this information will result in the complaint being returned without action.

1. Complainant's Full Name  	2. Your Telephone Number (including area code)  
Street Address, RD Number, or Post Office Box Number  	Home  
City State Zip Code  	Work <u>N/A</u>

3. Which Department of Justice Office Do You Believe Discriminated Against You? (Prepare a separate complaint for each office)	4. Are You Now Working For The Department of Justice? <input type="checkbox"/> YES (Answer A, B, C, and D below) <input checked="" type="checkbox"/> NO (Continue with question 5)
A. Name of Office Which You Believe Discriminated Against You. <u>IMMIGRATION &amp; NATURALIZATION SERVICE</u>	A. Name of Agency Where You Work <u>N/A</u>
B. Street Address of Office  	B. Street Address of Your Agency <u>N/A</u>
C. City State Zip Code  	C. City State Zip Code <u>N/A</u>
	D. Title and Grade of Your Job <u>N/A</u>

5. Date on Which Most Recent Alleged Discrimination Took Place  Month Day Year  	6. Check Below Why You Believe You Were Discriminated Against: <input checked="" type="checkbox"/> Race (Give Race) <u>WHITE</u> <input checked="" type="checkbox"/> Color (Give Color) <u>CAUCASIAN</u> <input type="checkbox"/> Religion (Give Religion) _____ <input type="checkbox"/> Sex (Give Sex) <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Age (Give Age) _____ <input checked="" type="checkbox"/> National Origin (Give National Origin) <u>IRISH</u> <input type="checkbox"/> Handicap <input type="checkbox"/> Physical <input type="checkbox"/> Mental <input type="checkbox"/> Reprisal <input type="checkbox"/> Other
--	--

7. Explain How You Believe You Were Discriminated Against (Treated differently from other employees or applicants) Because of Your Race, Color, Religion, Sex, Age, Handicap, Reprisal or National Origin (You may continue your answer on another sheet of paper if you need more space).

- DISPARITY OF TREATMENT REGARDING - SUITABILITY, INVESTIGATION AND TERMINATION

- DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, NATIONAL ORIGIN.

- SEVERAL EMPLOYEES AND APPLICANTS WERE ACCEPTED OR REINSTATED FOR ACTIONS SIMILAR TO THE PREEMPLOYMENT SITUATIONS WHICH I ENCOUNTERED - WHERE AS I WAS SEPARATED, DUE PROCESS WAS EVADED AND I WAS DENIED EQUAL TREATMENT.

8. What Corrective Action Do You Want Taken on Your Complaint?

- I WOULD LIKE TO REGAIN EMPLOYMENT WITH INS.

- IF NECESSARY BE TRANSFERRED TO A POST IN NEW JERSEY OR OUTSIDE JFKIA.

9. A) I Have Discussed My Complaint With an Equal Employment Opportunity Counselor: DATE OF FIRST CONTACT: <u>03 26 92</u> DATE OF LAST INTERVIEW: <u>06 02 92</u>	B.) Name of Counselor: <u>MS. LULA HAMPTON</u>	<input type="checkbox"/> I have not contacted an EEO Counselor
10. Date of This Complaint Month Day Year <u>06 02 92</u>	11. Sign Your (Complainant's) Name Here  	



The complaint must be in writing and may be filed in person or by mail with the Director of Equal Employment Opportunity, Immigration and Naturalization Service, 425 Eye Street, N. W., Room 2210, Washington, D.C., 20536, or any of the following officials authorized to receive discrimination complaints:

Attorney General of the United States  
Main Justice Building  
10th & Constitution Avenue, N.W.  
Room 5111  
Washington, D.C. 20530

Assistant Attorney General for Administration (Director of EEO)  
Main Justice Building  
10th & Constitution Avenue, N.W.  
Washington, D.C. 20530

Commissioner  
Immigration and Naturalization Service  
425 Eye Street, N.W.  
Room 7000  
Washington, D.C. 20536

Director of Equal Employment Opportunity  
Immigration and Naturalization Service  
425 Eye Street N.W.  
Room 2210  
Washington, D.C. 20536

Regional Commissioner  
Immigration and Naturalization Service  
(each region will insert the appropriate address)

Federal Women's Program Manager (Departmental)  
U.S. Department of Justice  
100 Indiana Avenue, N.W.  
5th Floor Annex  
Washington, D.C. 20530

National Federal Women's Program Manager  
Immigration and Naturalization Service  
425 Eye Street N.W.  
Room 2210  
Washington, D.C. 20536



Part 2

OPM  
USE  
ONLY

Codes

Case Number

Your Selective Service Record

20a Are you a male born after December 31, 1959? If "Yes", go to 20b. If "No", go to 21.

Yes No

20b Have you registered with the Selective Service System? If "Yes", give your registration number:

Yes No

20c If you answered "No" to 20b, are you legally exempt? If "Yes", state the reason for the exemption:

N/A

Your Military Record

21a Have you ever received other than an honorable discharge from the military? If "Yes", provide:

Yes No

Date of Discharge (Month and Year):

N/A

Type of Discharge:

X

21b Have you ever been subject to court-martial or other disciplinary proceedings under the Uniform Code of Military Justice? If "Yes", list any disciplinary proceedings in the last 15 years and all courts-martial.

Y

Date (Month/Year) Charge or Specification Place (City and county/country if outside the United States) State

N/A

Your Employment Record

22 Has any of the following happened to you in the last 15 years? If "Yes", begin with the most recent occurrence and go backwards, providing date fired, quit, or left, and other information requested.

Yes No

Use the following codes to explain the reason your employment was ended:

1 - Fired from job

3 - Left a job by mutual agreement following allegations of misconduct

5 - Left a job for other reasons under unfavorable circumstances

2 - Quit a job after being told you'd be fired

4 - Left a job by mutual agreement following allegations of unsatisfactory performance

Date (Month/Year) Code Employer's Name and Address State ZIP Code

N/A

Your Police Record

23 If you answer "Yes", to a, b, c, d, or e below, explain your answer(s) in the space provided. Do not include anything that happened before your 16th birthday.

Yes No

23a Have you ever been arrested, charged, or convicted of a felony offense?

X

23b Have you ever been arrested, charged, or convicted of a firearms or explosives charge?

X

23c Are there currently any charges pending against you for any criminal offense?

X

23d Have you ever been arrested, charged, or convicted of any offenses related to alcohol or drugs?

X

23e Have you ever been arrested, charged, or convicted of any other type of offense? Leave out traffic fines of less than \$100.

X

Date (Month/Year) Offense Action Taken Law Enforcement Authority or Court (City and county/country if outside the U.S.) State ZIP Code

Reckless  
Speeding  
Reckless  
Careless

FINES

FINES

ACTUALLY I WAS NOT CHARGED OR CONVICTED  
OF CARELESS DRIVING BUT I THOUGHT I WAS -

Your Involvement With Alcohol and Dangerous Drugs, Including Marijuana and Cocaine

24 This item concerns the use of alcoholic beverages, and the supplying or using, without a prescription, of marijuana, cocaine, hashish, narcotics (opium, morphine, codeine, heroin, etc.), stimulants (cocaine, amphetamines, etc.), depressants (barbiturates, methaqualone, tranquilizers, etc.), hallucinogenics (LSD, PCP, etc.), or other dangerous or illegal drugs.

Yes No

24a Do you now use, or within the last 5 years have you used, alcoholic beverages habitually to excess?

X

24b Do you now use or supply, or within the last 5 years have you used or supplied, marijuana, cocaine, narcotics, hallucinogenics, or other dangerous or illegal drugs?

X

24c If you answered "Yes" to question a or b above, provide at the top of page 8 information relating to the types of substance(s) used, the periods and frequency of use for each, and any other details or explanation relating to your use of these substances.

Enter your Social Security Number before going to the next page.

NARA-18-1003-A-003979



# Memorandum

ATTACHMENT-#7

FOIA(b)(6)  
FOIA(b)(7) - (C)



FOIA(b)(6)

## Subject

Response to Memo ER 71/732 Dated  
December 12, 1991; Suitability  
Determination of [redacted]

Date

January 8, 1992

To William S. Slattery  
District Director  
New York, NY

From [redacted]

On January 2, 1992, I conducted a suitability for employment interview with [redacted]. He was informed that information developed during the interview would be used only to determine suitability.

[redacted] was questioned regarding his departure from employment at the [redacted] Bank. [redacted] stated that he was employed as a teller, and subsequently promoted to assistant head teller, with the bank [redacted]. He indicated that he was discharged from the bank because he was not following bank policy. He stated that the bank had started a new policy and he was unaware of any changes and followed their old policy. He stated that as a bank teller he was always \$80 to \$90 over his daily starting balance in his drawer. He stated that he reported the difference to his supervisor, [redacted] so it would not appear as though he may be accused of hiding anything. He stated [redacted] agreed that everything appeared to be in order and that the machine would clear the difference. [redacted] stated that he called in sick several days later and that his replacement for that day found ticket differences in his drawer and reported the discrepancy. He stated that he was terminated the first day he reported back to work because of the differences between the drawer's beginning balance and the balance in the drawer at the end of his shift. He stated that he attempted to fight the termination by the bank but because he did not meet the minimum two year work requirement with the company he could not appeal their decision.

[redacted] also stated that he was discharged from the bank because of a personality conflict between him and his supervisor, [redacted]. He felt that [redacted] feared that if [redacted] remained on the job, he, instead of [redacted] might have been promoted to a vice-president's position with the bank.

*I NEVER STATED THIS*  
[redacted] stated that he worked part-time on weekends at store from [redacted] while he was still employed at the bank. He stated that he did not include this information on his SF-86 application because he did not think it was a significant job to mention for such a short period of time.

*I NEVER STATED THIS* NARA-18-1003-A-003980



William S. Slattery

2

[redacted] stated that he [redacted] in [redacted] while he was employed as [redacted] in [redacted]. He stated that he had to go on disability and was eventually discharged from the company. [redacted] stated that the company may have thought he had an attitude problem because he eventually sued the company for his disability and for wrongfully terminating him.

[redacted] submitted a memorandum, dated [redacted] from [redacted] signed by [redacted] indicating that [redacted] is capable in participating in all activities without restrictions. [redacted] also stated [redacted] that he is fit to perform all the duties of an Immigration Inspector.

[redacted] was questioned regarding his indebtedness. He stated that [redacted] had him on disability [redacted] and he incurred some debts. In order to organize his debts, [redacted] went to the Family and Children's Service, a recognized consumer credit counseling service, on February 14, 1991. [redacted] makes monthly payments of \$435.00 to the counseling service in order to pay his various debts. (see attached memorandum).

[redacted] was questioned regarding why his DWI charge was not included on his SF-86 form. [redacted] stated that he did indicate on the form that he was stopped for reckless speeding [redacted] and for reckless and careless driving [redacted] was adamant that he was not arrested or convicted for DWI and that the [redacted] charge was amended to reckless driving [redacted].

[redacted] entered on duty [redacted] work performance has been at the Fully Successful level. His leave balance is 34.0 hours of annual leave and 60.0 hours of sick leave as of pay period #2 ending January 11, 1992. [redacted] has not yet attended IOBTC.

[redacted] was questioned in his oral job interview for the inspector's position. As part of the standard questioning during his initial interview, [redacted] was questioned about previous employments, terminations from employment, debts to any person or organization, and any arrests or the taking into custody by any law enforcement authority. [redacted] failed to disclose to the interviewers the problems that he had encountered. It should especially be noted that at the time of his interview he was experiencing heavy financial difficulties. However, it wasn't until after the interview was conducted did [redacted] go to a credit counseling service on February 14, 1991, in order to attempt to straighten out his financial affairs.

- ① I EXPLAINED TO THE OPM INVESTIGATOR EXACTLY WHAT HAPPENED, BEFORE SHE BEGAN INVESTIGATING.  
 ② I WAS NEVER ASKED ABOUT CREDIT CARDS - JUST IRS STUDENT LOANS. ③ I BELIEVED THAT I WAS EXONERATED OF! I WAS STOPPED FOR RECKLESS DRIVING ONLY FOR RECKLESS DRIVING.

William S. Slattery

3

If the above information was known at the time of his initial interview, he would not have been recommended for the inspector's position. [redacted] willfully misrepresented himself to this Service regarding his credit and job history and his prior arrests. [redacted] is a probationary employee, and in view of the above, I recommend that he not be retained as an Immigration Inspector

Heh.

① TO MY KNOWLEDGE AT THE TIME OF THE INTERVIEW I DID NOT REMEMBER BEING ARRESTED - I WAS NOT FINGER PRINTED OR PHOTOGRAPHED

I concur with the above recommendation:

② THE JOB HISTORY WAS COMPLETELY DISCLOSED ONCE THE QUESTION WAS ASKED

③ I WAS NEVER ASKED ABOUT CREDIT CARDS  
I WAS & STILL PAYING THEM OFF IN GOOD FAITH - I COULD HAVE EASILY FILED FOR BANKRUPTCY - BUT I DID NOT.



## MUNICIPAL COURT

No. **5444**  
 DRIVER'S NO. **462831537209612**  
 DOCKET NO. **1659**  
 EXP. DATE **1-88**  
 STATE **CA**  
 THE UNDERSIGNED CERTIFIES THAT:  
 NAME **JOHN**  
 ADDRESS **1234**  
 CITY **LOS ANGELES** STATE **CA** ZIP CODE **90001** TELEPHONE **555-1234**  
 BIRTH DATE **01/01/45** SEX **M** WEIGHT **150** HEIGHT **5'10"** RESTRICTIONS **None**  
 DID UNLAWFULLY (PARK) (OPERATE) **OPERATE**  
 MAKE OF VEHICLE **FORD** YEAR **1987** BODY TYPE **SEDAN** COLOR **BLACK**  
 C. PLATE NO. **1K-88**  
 VIOLATION DATE **12/28/87** TIME HOUR **2:02** AM ☒ PM ☐  
 LOCATION OF OFFENSE **Interstate 5**  
 MUNICIPALITY **Los Angeles** COUNTY **Los Angeles**  
 AND DID THEN AND THERE COMMIT THE FOLLOWING  
 TRAFFIC VIOLATIONS - TITLE 39: (circle one)  
 (1) 3-4 Unregistered Vehicle \$20.00 (7) 4-97 Careless Driving \$60.00  
 (2) 3-29 Failure to exhibit documents \$20.00 (8) 4-98 Speeding in MPH \$60.00  
 (3) 3-33 Unclear Plates \$20.00 (9) 4-124 Failure to turn \$60.00  
 (4) 3-66 Maintenance of lamps \$20.00 (10) 4-144 Failure to stop or yield \$60.00  
 (5) 4-81 Failure to observe signal \$60.00 (11) 8-1 Failure to inspect \$20.00  
 (6) 4-85 Improper passing \$60.00 (12) 8-4 Failure to make repairs \$20.00  
 SPEEDING  
 1-15 MPH - \$60.00 21-25 MPH - \$80.00 31-35 MPH - \$100.00  
 16-20 MPH - \$70.00 26-30 MPH - \$90.00 36-40 MPH - \$110.00  
 OTHER VIOLATION (describe) **DRIVING WHILE INTOXICATED**  
 TITLE **117** ORDINANCE NO. **12-28-86**  
☐ OVERTIME METER NO. ☐ PROHIBITED AREA  
☐ DOUBLE ☐ OTHER (describe)  
 HE UNDERSIGNED FURTHER STATES THAT HE HAS JUST AND REASONABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT THE PERSON NAMED ABOVE COMMITTED THE OFFENSE(S) HEREIN SET FORTH CONTRARY TO LAW.  
 OFFICER'S ID NO. **117** DATE ISSUED **12-28-86**  
☒ COURT APPEARANCE REQUIRED  
 COURT APPEARANCE **28** DAY OF **JAN.** 19 **87** AT **9:00** AM ☒ PM ☐  
 ADDRESS OF COURT:  
☐ TRUCK ☐ ACCIDENT ☐ PERSONAL INJURY ☐ PROPERTY DAMAGE  
 AREA ☒ BUSINESS ☐ SCHOOL ☐ RESIDENTIAL ☐ RURAL  
 ROAD ☒ DRY ☐ WET ☐ SNOW ☐ ICE  
 TRAFFIC ☒ LIGHT ☐ MEDIUM ☐ HEAVY  
 VISIBILITY ☒ CLEAR ☐ RAIN ☐ SNOW ☐ FOG  
 EQUIPMENT ☐ HELICOPTER ☐ RADAR ☒ BREATHALYZER  
 EQUIPMENT OPERATOR'S NAME **JOHN** OPERATOR ID NO. **117**

## COMPLAINT

(Form approved July 1985)

I certify this to be a true and accurate record of the conviction on this complaint/summons. The charge was amended to **Reckless driving.**

## BAIL FIXED

DATE \_\_\_\_\_  
 AMOUNT \$ \_\_\_\_\_  
 (Signature Person Giving Bail) \_\_\_\_\_  
 (Signature Person Taking Bail) \_\_\_\_\_

## ADJOURNMENTS

TO \_\_\_\_\_ REASON \_\_\_\_\_  
 TO \_\_\_\_\_ REASON \_\_\_\_\_  
 (Signature of Clerk or Judge) \_\_\_\_\_

## VIOLATIONS BUREAU

DATE \_\_\_\_\_  
 FINE \$ \_\_\_\_\_  
 COSTS \$ \_\_\_\_\_  
 (Signature of Clerk) \_\_\_\_\_

## APPEAL

DATE FILED \_\_\_\_\_  
 AMT. OF BOND \$ \_\_\_\_\_  
 APPEAL COURT \_\_\_\_\_  
 (Signature of Clerk or Judge) \_\_\_\_\_

## COURT ACTION

BAIL FORFEITURE: AMOUNT \$ \_\_\_\_\_  
 (Date) \_\_\_\_\_ (Signature of Judge) \_\_\_\_\_  
 PLEA **G** FINDING **G**  
 SENTENCE: FINE \$ **200.00** COSTS \$ **10.00**  
 JAIL \_\_\_\_\_ DAYS  
 DR. LICENSE REVOKED **60** DAYS

## OTHER

**1/28/87**  
 (Date) \_\_\_\_\_

(WITNESSES, TESTIMONY, JUDGE'S NOTES, ETC.)

AMERICAN  
OVERSIGHT

I NEVER PLEAD  
 GUILTY  
 I WAS NOT DRUNK

NARA-18-1003A-003983



Mrs. Alton V. Evans  
PRESIDENT EMERITUS

Walter Johnson  
EXECUTIVE DIRECTOR

**BOARD OF DIRECTORS**

Mrs. Louis R. Atkins  
PRESIDENT

Mrs. John Emery  
1st VICE PRESIDENT

Mrs. William U. Westerfield  
2nd VICE PRESIDENT

Mrs. Peter A. Beekman  
SECRETARY

Mr. Richard Wildsmans  
TREASURER

Mrs. Michael Del Priore  
ASSISTANT TREASURER

Mrs. David Akerhielm  
Mr. W. Alden Anderson  
Mr. Harry Barbee  
Mrs. W. David Bauer  
Mrs. Melvin Blaisdell  
Mr. Bart Cook  
Mrs. Leonard Gibson  
Mrs. Henry Gulick  
Ms. Kay Harris  
Mrs. Thomas P. Kieley  
Mrs. George E. Klahre  
Mrs. Maurice Lospiroso  
Mrs. Alfred R. Manville  
Mrs. Martin R. McGowan, Jr.  
Mrs. Norman F. Moody  
Mrs. H. William Mullaney  
Mrs. David Murphy  
Mrs. Robert J. Oberst, Sr.  
Mr. John Pawlowski  
Mrs. Marion M. Robinson  
Mrs. William J. Ryan II  
Mrs. George A. Schuetz  
Mrs. Sara Smith  
Mrs. W. Edwin Stanley  
Mrs. Donald B. Steel  
Mrs. Francis Taylor  
Mrs. H. Ernest Thompson  
Mrs. Raymond M. Tierney, Jr.  
Mr. Gershon Tomlinson  
Mrs. Kenneth Wagner  
Mr. Thomas T. Warshaw  
Mrs. Henry Weber  
Mr. Jan Wouters

**ASSOCIATE BOARD**

Mrs. Samuel Adler  
Mr. William F. Bedle  
Mr. James Berg  
Mrs. Pearl Brown  
Mrs. Edward Cruz  
Dr. Robert S. Dengrove  
Mrs. William T. Dunn  
Mrs. Howard Dutcher  
Mrs. Charles P. Edelmann  
Mrs. James Greene  
Mr. Arthur Kamin  
Mrs. Ann Klatsky  
Mrs. John E. Laird, Jr.  
Mrs. A. Vincent Lawrence  
Mr. Gordon N. Litwin  
Irene McCarter  
Mrs. Herbert W. McNulty  
Mrs. Frank Nihlon  
Mrs. Paul Pietri  
Mrs. Joseph E. Pilling  
Mrs. J. William Procter  
Mrs. Howard Sadwith  
Mrs. William S. Vann  
Mr. Kenneth Walker, Jr.  
Mrs. Charles Werber  
Mr. Douglas Widman

**CORPORATE EXECUTIVE BOARD**

Mr. Philip G. Auerbach, Esq.  
Mr. Lawrence E. Bathgate II  
Mr. W. David Bauer  
Mr. Frank Campione  
Mrs. Jane G. Clayton  
Mr. Hillary Commons  
Mr. Joseph J. Fahey  
Mr. Peter S. Falvo, Jr.  
Mr. S. Thomas Gagliano  
Mr. Kevork Hovnansian  
Mr. Donald E. Jump  
Mr. John Kay  
Mr. George E. Klahre  
Mr. Edward Ledwon  
Mrs. Mary Ann Martin  
Dr. Robert McGuire  
Mr. Frank Mergenthaler  
Mr. H. William Mullaney  
Mrs. Gloria Nilson  
Mr. Basil Plasteras  
Mr. Howard Sadwith  
Mr. Edward Stominski  
Mr. William U. Westerfield  
Abraham J. Zager, Esq.

FOIA(b)(7) - (C)

June 4, 1992

Commissioner of Immigration and Naturalization  
Washington, D.C.

re:

The client captioned above has applied to Family and Children's Service agency, for assistance in the management of his financial affairs.

This client had first contacted Consumer Credit Counseling Service on November 7, 1990 and met with his counselor January 21, 1991. He has successfully been repaying his creditors on our Debt Management Program since February 14, 1991; at present he is still actively enrolled.

If you have any questions or concerns please feel free to contact this agency.

Respectfully,

*Jack Tarantino*

Jack Tarantino  
Program Coordinator

JT:jg

**Family**  
and Children's Service

Client Name: [REDACTED]

Day Phone# [REDACTED]

Home Phone# SAME

Home Address: [REDACTED]

County: [REDACTED]

INCOME: List monthly amounts of "take-home" pay (husband & wife), plus any other monthly incomes, such as welfare, alimony, social security, disability, child support.

Husband \$ \_\_\_\_\_/month

Wife \$ \_\_\_\_\_/month

Other \$ \_\_\_\_\_/month

TOTAL \$ ~~830.00~~ 1010/month

180 per month Extra as ADHOC 1010  
 ESTIMATED BASED ON SOME OVERTIME 6.00/hr

HOUSING: Do you own or rent? (circle one) NEITHER

If you own, what is the fair market value of your home? \$ \_\_\_\_\_

If you own, what is your mortgage balance? \$ \_\_\_\_\_

(equity) \$ \_\_\_\_\_

## (For Office Use ONLY)

LIVING EXPENSES \$ 649CREDITORS \$ 403TOTAL \$ 1,052INCOME \$ 1,010(+/-) \$ - 38

\*\*\*This is the form which the counselor prepared regarding my debt distribution November of 1990.



**LIVING EXPENSES:** P L E A S E...read all of the worksheets from top to bottom before you begin to fill them out!

You may not ever use some of these categories, in which case, just leave them blank. For categories that you do use, remember that all amounts must be computed monthly. (If you are attempting to figure a weekly expense, multiply it by 4. If you are trying to estimate an expense for a 6 month period, divide it by 6, etc.)

If you do not understand, please call LESLIE NEWCOMBE at 201/222-9100

(1) 200 (3) X (5) 119 (7) 176  
 (2) 150 (4) 615 (6) X (8) 35 TOTAL 1,295

**FOOD (1)**

Grocery Store \$ — /month  
 Lunches \$ 100 /month  
 Dinner Out/Carry Out \$ 100 /month

**CLOTHING (2)**

\*Purchases \$ 150 /month  
 Special Occasions \$ — /month  
 Cleaners/Laundry \$ — /month

**HOUSING (3)**

Mortgage/Rent \$ — /month  
 Taxes/Insurance \$ — /month  
 Electric \$ — /month  
 Heat (Gas/Oil) \$ — /month  
 Water/Sewage \$ — /month  
 Telephone \$ — /month  
 Home Repairs \$ — /month

**TRANSPORTATION (4)**

~~Registration~~ \$ 106.40 /year  
 Vehicle Payments \$ 248.82 /month  
 Gas/Oil \$ 146.00 /month  
 Public (train, bus...) \$ — /month  
 Vehicle Repairs \$ 100.00 /month  
 Vehicle Insurance 86 \$ 77.56 /month  
 Vehicle(S) Model/Yr. MAZDA B2200 1988  
Pick up Truck

**MEDICAL (5)**

HOSPITAL  
 Doctor/Counseling \$ 65.00 /month  
 Dentist \$ 6.00 /month  
 Prescriptions \$ 12.50 /month

**INSURANCE (6)**

~~Life Insurance~~ \$ — /month  
 Medical \$ — /month  
 Household \$ — /month

**DEPENDENTS (7)**

Child Care \$ — /month  
 Child Support \$ — /month  
 Tuition \$ 2,357.74 /year  
1,563.50 /year

Pet Care \$ — /month  
 Alimony \$ — /month  
 School Incidentals \$ — /month

**DISCRETIONARY (8)**

Allowance \$ — /month  
 Barber/Beauty \$ 15.00 /month  
 Books/Newspapers \$ — /month  
 Cigarettes/Tobacco \$ — /month  
 Parties \$ — /month  
 Recreation/Vacation \$ — /month

Gifts \$ 85.41 /month  
 Beverages \$ — /month  
 Charitable Contributions \$ — /month  
 Films/Plays \$ — /month  
 Cable TV \$ — /month  
 Clubs/Unions/Leagues \$ — /month

**CREDITORS:** You have already listed house and car payments. Do not list them again here. On this worksheet, you will list credit cards. If they have been turned over to lawyers or collection agencies, record them like this example:

VISA/Name of... Collection Agency/Lawyer

Account#

Street address

Phone #

Town, State Zip

Monthly Payment \$

Balance \$

You will also list medical balances and loans from banks, family, unions, etc. As you complete this worksheet, you will want to save the statements, letters, and documents in a separate envelope to bring with to the appointment.

CREDITOR (Lawyer, Collection) Address, Zip	Account # Phone #	Balance (total) Monthly Payment	(office use) Reduced Payment
CHEMICAL BANK 400 WEBER RD PO Box 870 PARSIPPANY, NJ 07054		\$ 3201.90 \$ 133.00 / 66.00↑	80
CITI BANK P.O. Box 6703 STONY FALLS, SD 57188-6703		\$ 4074.73 \$ 246.00	101
FIRST CARD P.O. Box 15041 WILM. DE 19889-0001		\$ 1454.98 \$ 54.00	36
BANK OF NY (DEL) P.O. Box 6984 NEWARK, DEL 19714		<del>\$ 2592.46</del> \$ 3,339.70 <del>\$ 73.00</del> \$ 165.00↑	83.48
COXES STATE P.O. Box 8923 WILM, DE 19899		<del>\$ 2,008.89</del> <del>2,120.61</del> \$ 82.00↑	53
AMERICAN EXPRESS - OPTIMA AMERICAN EXPRESS Centurian Bank c/o The OPTIMA CARD Box 1407 NEWARK, NJ 07101-1407		\$ 1,318.48 \$ 62.00	32
Hospital		65 Balance	Fee 18
		15,506.00	385
		Total	403
		16,000	





THE PMA GROUP

Century Corporate Center, 100 Century Parkway, Mt. Laurel, NJ 08054  
609-679-2800

July 10, 1989

[Redacted]

[Redacted]

CONTINUED TO

MAKE MY DISABILITY CHECKS  
BACK TO THE INSURANCE  
COMPANY

RE: Our Insured :  
Claim # :  
Claimant :  
D/A :

[Redacted]

WIFE HAS POOR JUDGEMENT?  
ACCORDING TO POTS I DO!

Dear Sirs:

Enclosed please find a copy of a workers' compensation check for the above captioned claim. This check was mailed directly to the claimant because his checks have been returned to me with little notes from [Redacted]

Per [Redacted] your Account Claims Executive, it was my understanding that at the [Redacted] this claim was discussed with your office, and the status was understood. I have initiated to take over treatment with [Redacted] authorized him as the only treating physician, deauthorized all other physicians, and was understood that no further problems would arise. Our doctor, [Redacted] found the claimant to be continually disabled until his last visit of 6/12/89, at which time he was allowed to return to work. I am forwarding his last check to him directly as opposed to you, for I do not want to get hit with any penalties for late fees from his attorney, should he file a petition for temp and med.

If you have any further problems with this claim, I would appreciate a phone call so that we may discuss the status. Our doctor has found this claim to be legitimate and my investigation has revealed the same. I would appreciate a phone call before any further problems arise.

I thank you for your cooperation with this matter. Again, please call me if there are any questions.

Very truly yours,

*Deborah McDevitt*

Deborah McDevitt  
Account Claims Representative

DM/mb



Name	Case Number	Page	Investigation	OPM Use
		1	9/11/91 - 10/7/91	
Locations of Personal Investigation		Locations of Record Sources		
FOIA(b)(6) FOIA(b)(7) - (C)				

FOIA(b)(6)

# TESTIMONIES

## 001 PERSONAL SUBJECT INTERVIEW

Interview conducted under oath Thursday, September 12, 1991,

ISSUE CODE 03A, 07B, 12

Attended [redacted] College [redacted] and earned an Associates Degree in Criminal Law (DISCREPANCY).

Attended [redacted] College [redacted] full time days but dropped out [redacted] He then worked as a substitute teacher [redacted] whenever called. Returned to [redacted] College [redacted] attending night classes full time.

Worked [redacted] as a teller and assistant head teller [redacted] Was fired [redacted] for not following bank policy. Claims he did not receive due process and never signed the termination letter. His drawer was always \$80 to \$90 over his starting balance. Because he did not want to look suspicious of stealing he asked his supervisor, [redacted] why he had the difference at the end of the day. He welcomed [redacted] to check the drawer. [redacted] responded it was "okay" and the machine will clear itself out. He called out sick for a day. He returned the following day and was terminated. The person who filled in at his teller booth found drawer "difference" tickets that added up to \$356. He was advised to withdraw all of his personal, checking, savings and bond accounts following the incident. He sought a lawyer, [redacted] to try and claim wrongful discharge but found he did not meet the minimum requirements of two years employment with the company. There has been no contact with the bank since.

Worked [redacted] part time for [redacted] Store, [redacted] as a clerk. [redacted] worked full time and from [redacted] resumed part time employment. He did not claim the employments on his handwritten copy of the QSP, the QSP used in the interview, but claims it is shown on a typed copy he gave to the Department of Justice.

[redacted] He went to the Brick Hospital Emergency Room that evening and was diagnosed with [redacted] and informed to take 5 days off from work. Supervisor, [redacted] was on vacation on this day but was informed the following day of his pre-determined absence. Five days passed and he saw his own doctor, [redacted] and advised an additional 5 days be taken. [redacted] was aware of this and an accident report was filed and mailed. In 3/89 he saw [redacted]

I EXPLAINED EVERYTHING TO MS HANCOCK (OPIN) BEFORE SHE ASKED WHEN I WAS ASKED WHERE I WORKED DURING THIS PERIOD I IMMEDIATELY ADDRESS & ANSWERED THE QUESTION

## REPORT OF INVESTIGATION

Property of U.S. Office of Personnel Management  
P.O. Box 886, Washington, D.C. 20044



NOTICE OF TERMINATIONFOIA(b)(6)  
FOIA(b)(7) - (C)

Date

Name

Date of Termination

Branch or Dept.

Reason for leaving

Violation of Bank Policy

Department Head or Supervisor's Comments

           called in sick. The Teller who was using his station came across several copies of Teller Shortage tickets put thru his window, but were never reported to myself or Branch Administration. These shortages total \$359.76. His tickets are dated as far back as                       was fully aware of the bank's policy for reporting teller differences.

Employee's Comments

FOIA(b)(6)

Employee's Signature

\* all overages & shortages were discussed & brought to the attention of           

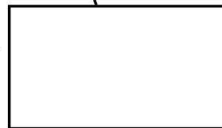
NARA-18-1003-A-003990



FOIA(b)(6)  
FOIA(b)(7) - (C)

I READ this, I Do NOT AGREE with this,  
AND I Refuse to sign this notice

Although, I am not signing this  
termination notice because I am  
to upset and angry to write a response  
to this unfair accusation I intend  
to respond to it in full as soon  
as I have time to think it through.

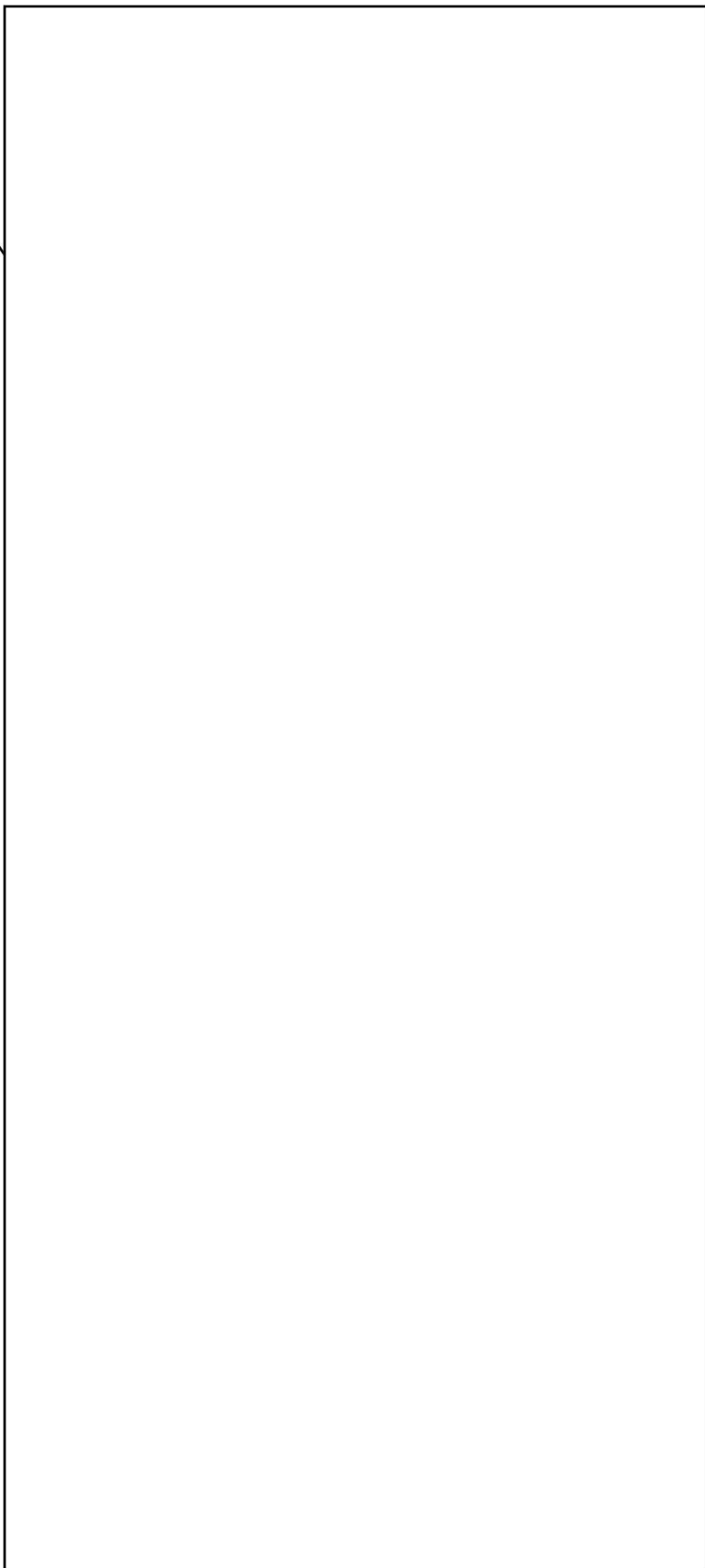


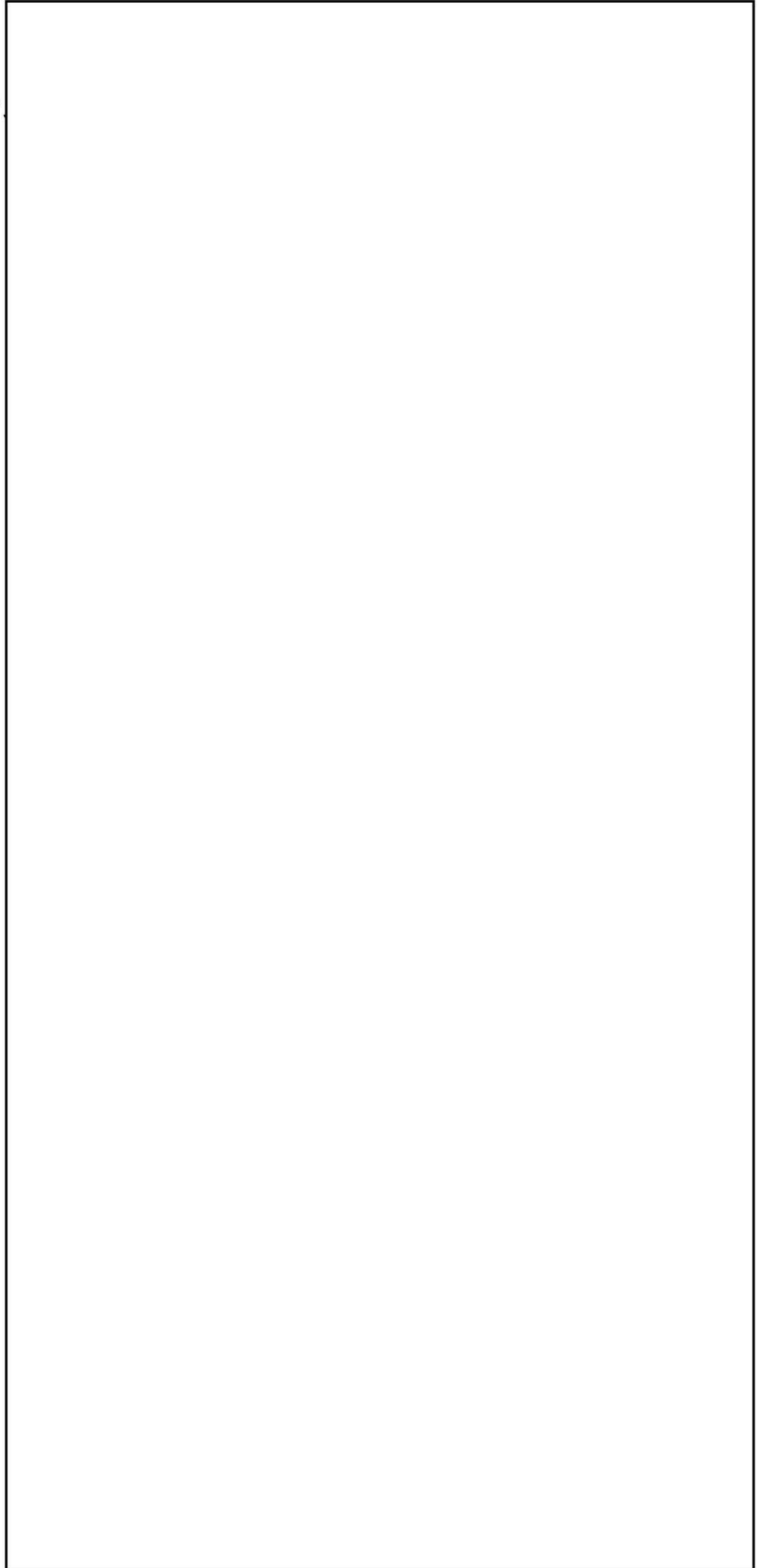
FOIA(b)(6)  
FOIA(b)(7) - (C)

All these things were  
signed and approved  
seen and understood  
By the proper authorities  
at the Bank



FOIA(b)(6)  
FOIA(b)(7) - (C)







FOIA(b)(6)  
FOIA(b)(7) - (C)

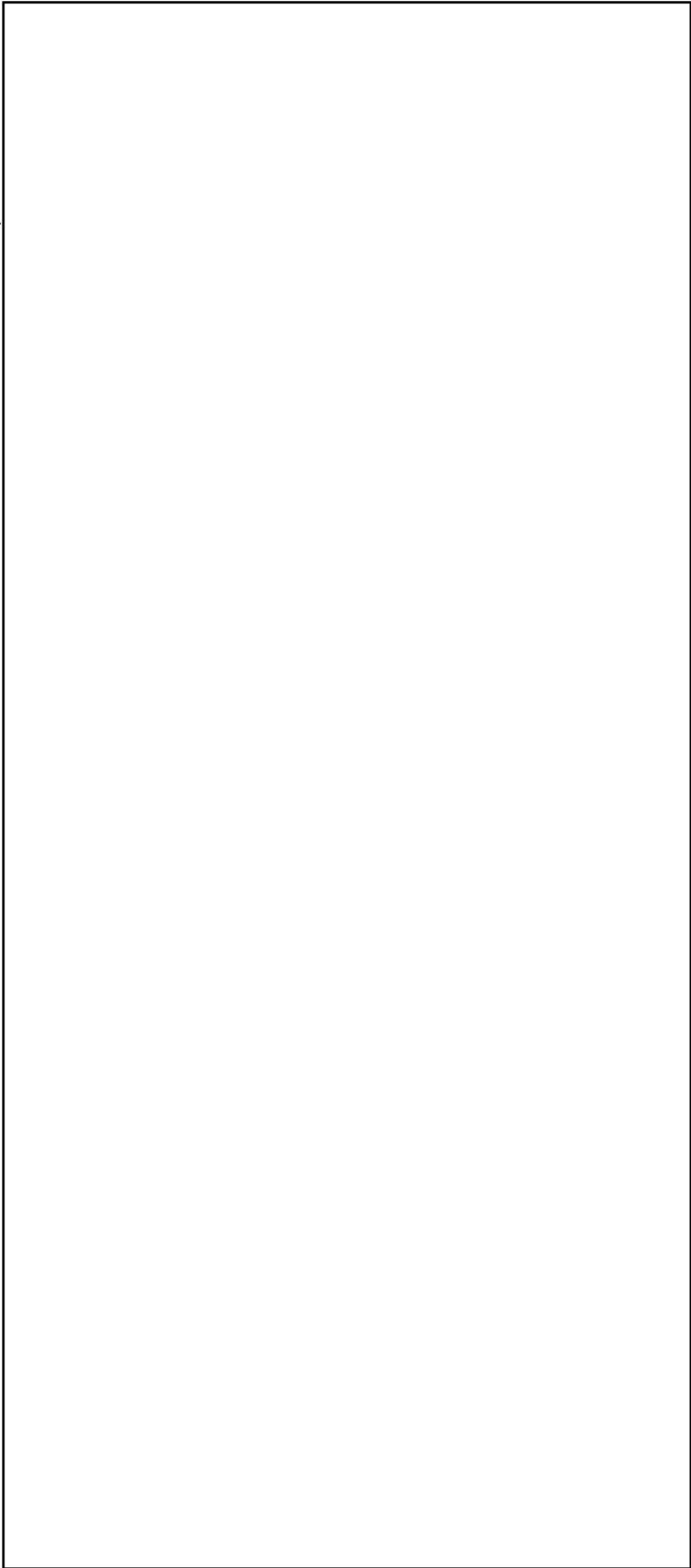


FOIA(b)(6)  
FOIA(b)(7) - (C)





FOIA(b)(6)  
FOIA(b)(7) - (C)



UNITED STATES GOVERNMENT

# Memorandum

FOIA(b)(6)  
FOIA(b)(7) - (C)

TO : ☒ Rating Panel, Personnel Office  
☐ Officer Corps Promotion Panel,  
Central Office, Washington, D.C.

DATE: November 13, 1991

FROM : [Redacted]

SUBJECT: Basic Appraisal of [Redacted]

First

Middle Initial

Last Name

This appraisal covers the period of up to one year preceding the above date during which time I have supervised this employee.

Check one only:

☐ I am this employee's immediate supervisor, and the next higher supervisor is:

Name

Duty Location

☒ I am this employee's next higher supervisor, and the immediate supervisor is:

Duty Location

The employee has been under my supervision since:

Month

Day

Year

The recommendation, presented below, is based upon my appraisal of the employee recorded on the attached "Basic Appraisal Worksheet."

- A. ☒ I highly recommend this employee for promotion at this time for the reasons set forth under comments below.
- B. ☐ I recommend this employee for promotion.
- C. ☐ I do not recommend this employee for promotion at this time for the reasons set forth under comments below.

COMMENTS: (Use separate sheet if necessary.)

[Redacted] IS A CAPABLE AND PRODUCTIVE EMPLOYEE. HE COMPLETES ALL HIS TASKS AND ASSIGNMENTS IN A SATISFACTORY MANNER. HE PROJECTS A GOOD SERVICE IMAGE AND IS ADAPTING TO THE JOB WELL.

VACANCY ANNOUNCEMENT NO: ER OC 91-102 (NEW)

FOIA(b)(6)  
FOIA(b)(7) - (C)

This recommendation is based upon the employee's performance during the past year, on my first-hand knowledge of the employee's performance, on my own judgment and not someone else's opinion of the employee, and according to the employee job classification standard. To the best of my ability I have conscientiously tried to avoid any personal prejudice or preference. I have used no arithmetical calculations in arriving at my overall evaluation of this employee.

[Redacted Signature]

Printed Name of Supervisor

AAPD

Title of Supervisor

[Redacted Address]

Office or Station Address of Supervisor

COMMENTS OF EMPLOYEE:

[Redacted Date]

Date: Month Day Year

Immigration Inspector - GS-5

Position Title of Employee

[Redacted Address]

Office or Station Address of Employee

Employee's Signature

[Redacted Name]

Printed Name of Employee



BASIC APPRAISAL WORK SHEET  
TO BE USED BY SUPERVISOR IN ARRIVING  
AT HIS APPRAISAL OF EMPLOYEE UNDER HIS SUPERVISION

Check one block only for each <u>numbered</u> item below	very good	good	fair	don't know
1. <u>DEGREE OF TECHNICAL KNOWLEDGE</u>		✓		
<ul style="list-style-type: none"> <li>- Knows and understands job requirements</li> <li>- Knows how to perform present work effectively</li> <li>- Knows how and where to find answers to job related technical questions.</li> </ul>				
2. <u>PRODUCTIVITY OF EMPLOYEE</u>	✓			
<ul style="list-style-type: none"> <li>- Quantity and quality of work compare favorably with that of others who have similar production opportunity</li> <li>- Finished product is technically satisfactory</li> <li>- Diligently pursues tasks to completion without unnecessary delay</li> </ul>				
3. <u>CAPACITY FOR SELF EXPRESSION</u>	✓			
<ul style="list-style-type: none"> <li>- Makes himself readily understood</li> <li>- Expresses thoughts well orally</li> <li>- Writes clearly, logically, and concisely</li> <li>- Uses good grammar in oral and written expression</li> </ul>				
4. <u>EXTENT OF INTEREST AND MOTIVATION</u>	✓			
<ul style="list-style-type: none"> <li>- Shows interest in present job</li> <li>- Demonstrates interest in work of Service</li> <li>- Ambitious and interested in self-development</li> <li>- Interested in doing good job</li> </ul>				
5. <u>SENSE OF RESPONSIBILITY</u>		✓		
<ul style="list-style-type: none"> <li>- Can be depended on to complete assigned tasks in the time ordinarily required for their accomplishment</li> <li>- Shows willingness to accept responsibility</li> <li>- Accepts personal responsibility for inadequacies</li> </ul>				

Form G-610 (11-16-70)

	very good	good	fair	don't know
6. ABILITY TO INNOVATE		✓		

- Resourceful and imaginative in handling daily assignments
- Tries new or different ways to accomplish tasks in effort to improve effectiveness
- Suggests constructive changes or alternate methods

7. APPEARANCE	✓			
---------------	---	--	--	--

- Shows pride in personal appearance
- Makes favorable impression
- Dresses appropriately and in good taste; maintains and wears uniforms, when required, in conformity with Service requirements

8. ANALYTICAL ABILITY	✓			
-----------------------	---	--	--	--

- Recognizes problem in early stages before it becomes complex
- Sizes up situations and selects sensible methods for solution
- Gathers and analyzes facts on which to base solutions

9. ADAPTABILITY		✓		
-----------------	--	---	--	--

- Stands up well under pressure
- Controls emotions under adverse conditions
- Accepts warranted criticism constructively
- Physical capability for performing all of the duties of his position
- Effectively adjusts to changes in assignments, procedures

10. RELATIONSHIP WITH OTHERS	✓			
------------------------------	---	--	--	--

- Tactful, courteous, businesslike, and considerate in public contacts
- Willingly cooperates with others
- Works toward common goals of group (Fellow employees)
- Projects favorable Service image

EMPLOYEE'S NAME

(Please print First Middle Last)

GPO 930-416



U.S. DEPARTMENT OF JUSTICE

FOIA(b)(6)  
FOIA(b)(7) - (C)

REQUEST FOR REVIEW OF EMPLOYEE'S PROBATIONARY OR TRIAL PERIOD

1. SOCIAL SECURITY NO.

2. EMPLOYEE NAME

3. PAY PLAN-SERIES  
GRADE-SALARY

4. ORGANIZATION  
CODE

5. DATE 10 MONTHS SERVICE  
WILL BE COMPLETED

GS-01816-05- 419,237.00

5020807030

1. THE PROBATIONARY OR TRIAL PERIOD IS A HIGHLY SIGNIFICANT STEP IN THE EXAMINING PROCESS. ACTUAL PERFORMANCE ON THE JOB DURING THIS PERIOD PROVIDES THE FINAL, INDISPENSABLE TEST OF ELIGIBILITY FOR FEDERAL EMPLOYMENT. THE SUPERVISOR OF EACH EMPLOYEE SERVING A 1-YEAR PROBATIONARY OR TRIAL PERIOD MUST, NO LATER THAN THE END OF THE 10TH MONTH OF SUCH PERIOD, CERTIFY THAT THE EMPLOYEE'S PERFORMANCE, CONDUCT, AND GENERAL TRAITS OF CHARACTER HAVE BEEN FOUND SATISFACTORY OR THAT THEY HAVE BEEN FOUND UNSATISFACTORY. EACH CERTIFICATION MUST CONTAIN A POSITIVE RECOMMENDATION AS TO WHETHER OR NOT THE EMPLOYEE SHOULD BE RETAINED.

2. THIS IS A VERY IMPORTANT RECOMMENDATION BOTH TO THE EMPLOYEE AND THE GOVERNMENT. THE INTERESTS OF BOTH ARE TO BE WEIGHED CAREFULLY. MOST EMPLOYEES WILL UNDOUBTEDLY BE FOUND SATISFACTORY. HOWEVER, IF THE EMPLOYEE HAS BEEN SERIOUSLY DEFICIENT IN PERFORMANCE, ATTITUDE, OR COOPERATIVENESS, IF OR HAS DEMONSTRATED UNDESIRABLE CHARACTERISTICS EITHER DURING OR OUTSIDE OFFICIAL WORKING HOURS, YOU SHOULD CAREFULLY CONSIDER WHETHER PERMANENT OR COMPETITIVE STATUS SHOULD BE GRANTED. IT WILL BE MORE DIFFICULT TO TAKE CORRECTIVE ACTION ONCE SUCH STATUS IS ACQUIRED.

3. THE ABOVE-NAMED EMPLOYEE WILL COMPLETE 10 MONTHS OF SERVICE ON THE DATE INDICATED. PLEASE FURNISH THE REQUIRED CERTIFICATION IN THE SPACE BELOW ON OR BEFORE THAT DATE, AND RETURN IT THROUGH CHANNELS TO THE PERSONNEL OFFICE.

SUPERVISOR'S CERTIFICATION

1. THIS EMPLOYEE'S PERFORMANCE, CONDUCT, AND GENERAL TRAITS OF CHARACTER HAVE BEEN FOUND - SATISFACTORY ☒ UNSATISFACTORY ☐

2. THE EMPLOYEE SHOULD -

☒ BE RETAINED BEYOND THE PROBATIONARY (TRIAL) PERIOD.

☐ WILL BE RETAINED BEYOND THE PROBATIONARY (TRIAL) PERIOD FOR THE REASONS I HAVE LISTED ON THE REVERSE SIDE OF THIS FORM.

[Redacted Signature]

SIGNATURE OF IMMEDIATE SUPERVISOR

[Redacted Signature]

SIGNATURE OF REVIEWING OFFICIAL (IF NECESSARY)

[Redacted Date]

DATE

[Redacted Date]

DATE

AMERICAN  
OVERSIGHT

NARA-18-1003-A-004002



FOIA(b)(6)  
FOIA(b)(7) - (C)

P  
A  
G  
E  
  
17

# SUPERVISORY APPRAISAL

RATER - IMMEDIATE SUPERVISOR

LAST NAME OF IMMEDIATE SUPERVISOR

DATE OF RATING

Date

	VERY GOOD	GOOD	FAIR	DON'T KNOW
Technical Knowledge	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Productivity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self-Expression	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interest and Motivation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responsibility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to Innovate	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appearance	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analytical Ability	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adaptability	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relationship With Others	<input checked="" type="radio"/>		<input type="radio"/>	<input type="radio"/>

## RECOMMENDATION:

Use plain bond for written comments.

☐ Highly Recommend      ☒ Recommend      ☐ Do Not Recommend

Is employee's second level supervisor at a different location? ☐ Yes    ☒ No

Have you supervised this employee for at least 90 days? ☒ Yes    ☐ No

Employee's Signature

Date

PLEASE BE SURE TO COMPLETELY DARKEN THE OVALS.

AMERICAN  
OVERSIGHT

# SUPERVISORY APPRAISAL

RATER - 2ND LEVEL SUPERVISOR

LAST NAME OF 2ND LEVEL SUPERVISOR

VERY  
GOOD    GOOD    FAIR    DON'T  
KNOW

Technical Knowledge

☐

☒

☐

☐

Productivity

☒

☐

☐

☐

Self-Expression

☒

☐

☐

☐

Interest and Motivation

☐

☒

☐

☐

Responsibility

☐

☒

☐

☐

Ability to Innovate

☐

☒

☐

☐

Appearance

☒

☐

☐

☐

Analytical Ability

☐

☒

☐

☐

Adaptability

☐

☒

☐

☐

Relationship With Others

☒

☐

☐

☐

## RECOMMENDATION:

Use plain bond for written comments.

☐ Highly Recommend

☒ Recommend

☐ Do Not Recommend

Have you supervised this employee for at least 90 days?

☒ Yes

☐ No

DATE OF RATING

Supervisor's Signature

Date

Employee's Signature

Date

PLEASE BE SURE TO COMPLETELY DARKEN THE OVALS.

FOIA(b)(6)  
FOIA(b)(7) - (C)

## CONDUCT AND EFFICIENCY-EVALUATION OF PROBATIONARY APPOINTEE GS-5

TRAINEE'S NAME AND TITLE	Immigration Inspector	STATION	
PERIOD COVERED BY THIS REPORT		REPORT PREPARED BY	
			TITLE Supervisory Immigration Inspector

CIRCLE THE DESCRIPTION IN EACH ITEM WHICH, IN YOUR OPINION, MOST CLEARLY DEPICTS THE TRAINEE. MAKE COMMENTS IN ITEM 22, INCLUDING BASIS FOR ANY UNSATISFACTORY RATINGS.

## 1. Spanish Language: Ability to communicate in the language.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Exceptional mastery and fluency of all phases of language	Thorough knowledge and fluency	Adequate knowledge of language and fluency.	Weak in knowledge and fluency.	Inadequate knowledge and fluency to communicate.

## 2. Knowledge and application of immigration and nationality laws:

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Exceptional knowledge and mastery of all phases of immigration laws.	Thorough knowledge of practically all phases of immigration laws.	Adequate knowledge of all phases of immigration laws.	Weak in knowledge of some phases of immigration laws.	Inadequate comprehension of provisions of immigration laws.

## 3. Knowledge of Job: Familiarity with procedures and techniques required in the work of the trainee.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Exceptional mastery of all phases of work.	Thorough knowledge of practically all phases of work.	Adequate knowledge of all phases of work.	Weak in knowledge of some phases of work.	Inadequate comprehension of job requirements.

## 4. Judgment: Exercise of good judgment to arrive at sound conclusions and decisions based on available facts.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Uses sound judgment, reaches conclusions logically and rapidly.	Generally grasps situation and draws correct conclusions, uses good common sense.	Usually reaches conclusions based on concrete facts, learns from experience.	Makes immature decisions, often "jumps to conclusions".	Seriously lacking in good judgment, has no sense of proportion, rash.

## 5. Ability to perform, execute, and achieve assigned tasks:

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Completes assignments in the shortest time possible.	Completes assignments in unusually short time.	Completes assignments in reasonable time.	Slow in completing assignments.	Takes a long time to accomplish little.

## 6. Acceptance of Responsibility: A willingness to assume duties.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Greatest possible sense of responsibility.	Very willing.	Accepts, but does not seek responsibility.	Does assigned tasks reluctantly.	Irresponsible.

## 7. Appearance: Outward impressions made by the trainee, as appropriate consider compliance with uniform regulations.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Superior style, grooming, tone and a sense of the fitness of things.	Well-dressed and neat.	Neat, but not particularly striking.	Intermittently careless.	Slovenly and untidy.

## 8. Personality: External mannerisms consciously or unconsciously adopted in meeting situations.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Radiant, confident, poised, and courteous.	Pleasant, forceful.	Acceptable.	Ill at ease, not too forceful.	Negative, colorless person.

## 9. Cooperativeness: Appreciation of collective action for mutual or common benefit.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Greatest possible cooperativeness.	Very cooperative. Displays wholesome attitude.	Cooperative. Follows suggestions rather faithfully.	Occasionally uncooperative. Reluctant to help others.	Difficult to handle. Cooperates when he has to.

## 10. Initiative: Desire and ability to introduce a new course of action.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Seeks and initiates for himself additional tasks.	Often originates actions which contribute to satisfactory completion of job.	Progressive, has necessary drive.	Rarely suggests, follows precedent.	Needs detailed instructions.



## 11. Interest in Job - Refers To Attitude Towards Service

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Has a professional attitude and displays a positive interest	Exhibits above average interest in performance of duties and Service mission	Positive attitude toward Service mission and duties	Little interest in Service mission and indifference to assignments	Has no interest in performing duties or Service mission

## 12. Adaptability: Quickness to adjust to new situations encountered on job.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Exceptionally fast to adjust to changed conditions.	Rather quick to absorb new material and adjust to changes.	"Catches on" and adjusts to changes fast enough to perform work satisfactorily.	Rather slow to adjust to changes or to learn new duties.	Very slow to adjust to changes or to learn new duties; becomes confused easily.

## 13. Oral expression: Ability to express self orally.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Unusual ability to express thoughts and feelings; master of good speech techniques.	Speaks well, good vocabulary.	Nothing about his manner of speech that is descriptive or distinctive.	Careless speech habits.	Inarticulate or has serious speech defects.

## 14. Writing Ability: Skill in preparing reports and other required written material.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Unusual ability in written expression; rarely incomplete; fine vocabulary; material well organized; correct grammar, almost always free of errors.	Product nearly always acceptable from standpoint of composition, grammar, vocabulary and completeness.	Product usually acceptable but not distinctively good.	More than average rejects based on incompleteness; organization of material; grammar or spelling errors.	High incidence of rejects due to one or more serious causes.

## 15. Punctuality: Promptness in reporting for duty.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Always reports for duty well ahead of time.	Usually reports for duty well ahead of time.	Reports for duty in time to prepare for day's work.	Reports for duty barely on time; occasionally late.	Frequently reports for duty late.

## 16. Care and use of Service equipment:

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Takes exceptional care of equipment and highly proficient in its use.	Care and use of equipment above average.	Adequately cares for equipment. Does not abuse or use equipment improperly.	Occasionally careless with equipment.	Abuses equipment and uses it improperly.

## 17. Overall evaluation: Typical performance during this period in relation to demands of the job.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Has demonstrated unusual ability as an officer.	Above average in majority of job aspects.	Adequately performs all major phases of work.	Limited performance of job; requires considerable assistance.	Inadequate performance of job.

## 18. Miscellaneous factors influencing performance:

- a. Health.  
b. Personal conduct.  
c. Physical ability to do job.

Highly Satisfactory	Satisfactory	Unsatisfactory

## 19. Type of duties performed by trainee during period covered by this evaluation: primary inspections &amp; adjudications

## 20. During period covered by this rating trainee's performance:

Has improved ☒ Little or no change ☐ Has declined ☐

## 21. Retention (in) (is not) recommended.

## 22. Comments: Indicate item to which comment applies.

#14 NOT OBLISHED

## CONDUCT AND EFFICIENCY EVALUATION OF PROBATIONARY APPOINTEE GS-5

TRAINEE'S NAME AND TITLE [Redacted] Immigration Inspector	STATION [Redacted]
PERIOD COVERED BY THIS REPORT From [Redacted] To (inclusive) [Redacted]	REPORT PREPARED BY [Redacted]
TITLE Supervisory Immigration Inspector	

CIRCLE THE DESCRIPTION IN EACH ITEM WHICH, IN YOUR OPINION, MOST CLEARLY DEPICTS THE TRAINEE. MAKE COMMENTS IN ITEM 22, INCLUDING BASIS FOR ANY UNSATISFACTORY RATINGS.

## 1. Spanish Language: Ability to communicate in the language.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Exceptional mastery and fluency of all phases of language	Thorough knowledge and fluency	Adequate knowledge of language and fluency.	Weak in knowledge and fluency.	Inadequate knowledge and fluency to communicate.

## 2. Knowledge and application of immigration and nationality laws:

Highly Satisfactory	Above Average	<u>Average</u>	Below Average	Unsatisfactory
Exceptional knowledge and mastery of all phases of immigration laws.	Thorough knowledge of practically all phases of immigration laws.	Adequate knowledge of all phases of immigration laws.	Weak in knowledge of some phases of immigration laws.	Inadequate comprehension of provisions of immigration laws.

## 3. Knowledge of Job: Familiarity with procedures and techniques required in the work of the trainee.

Highly Satisfactory	Above Average	<u>Average</u>	Below Average	Unsatisfactory
Exceptional mastery of all phases of work.	Thorough knowledge of practically all phases of work.	Adequate knowledge of all phases of work.	Weak in knowledge of some phases of work.	Inadequate comprehension of job requirements.

## 4. Judgment: Exercise of good judgment to arrive at sound conclusions and decisions based on available facts.

Highly Satisfactory	Above Average	<u>Average</u>	Below Average	Unsatisfactory
Uses sound judgment, reaches conclusions logically and rapidly.	Generally grasps situation and draws correct conclusions, uses good common sense.	Usually reaches conclusions based on concrete facts, learns from experience.	Makes immature decisions, often "jumps to conclusions".	Seriously lacking in good judgment, has no sense of proportion, rash.

## 5. Ability to perform, execute, and achieve assigned tasks:

Highly Satisfactory	Above Average	<u>Average</u>	Below Average	Unsatisfactory
Completes assignments in the shortest time possible.	Completes assignments in unusually short time.	Completes assignments in reasonable time.	Slow in completing assignments.	Takes a long time to accomplish little.

## 6. Acceptance of Responsibility: A willingness to assume duties.

Highly Satisfactory	<u>Above Average</u>	Average	Below Average	Unsatisfactory
Greatest possible sense of responsibility.	Very willing.	Accepts, but does not seek responsibility.	Does assigned tasks reluctantly.	Irresponsible.

## 7. Appearance: Outward impressions made by the trainee, as appropriate consider compliance with uniform regulations.

Highly Satisfactory	<u>Above Average</u>	Average	Below Average	Unsatisfactory
Superior style, grooming, taste and a sense of the fitness of things.	Well-dressed and neat.	Neat, but not particularly striking.	Intermittently careless.	Slovenly and untidy.

## 8. Personality: External mannerisms consciously or unconsciously adopted in meeting situations.

Highly Satisfactory	<u>Above Average</u>	Average	Below Average	Unsatisfactory
Radiant, confident, poised, and courteous.	Pleasant, forceful.	Acceptable.	Ill at ease, not too forceful.	Negative, colorless person.

## 9. Cooperativeness: Appreciation of collective action for mutual or common benefit.

Highly Satisfactory	<u>Above Average</u>	Average	Below Average	Unsatisfactory
Greatest possible cooperativeness.	Very cooperative. Displays wholesome attitude.	Cooperative. Follows suggestions rather faithfully.	Occasionally uncooperative. Reluctant to help others.	Difficult to handle. Cooperates when he has to.

## 10. Initiative: Desire and ability to introduce a new course of action.

Highly Satisfactory	Above Average	<u>Average</u>	Below Average	Unsatisfactory
Seeks and initiates for himself additional tasks.	Often originates actions which contribute to satisfactory completion of job.	Progressive, has necessary drive.	Rarely suggests, follows precedent.	Needs detailed instructions.



11. Interest in Job - Refers To Attitude Towards Service

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Has a professional attitude and displays a positive interest	Exhibits above average interest in performance of duties and Service mission	Positive attitude toward Service mission and duties	Little interest in Service mission and indifference to assignments	Has no interest in performing duties or Service mission

12. Adaptability: Quickness to adjust to new situations encountered on job.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Exceptionally fast to adjust to changed conditions.	Rather quick to absorb new material and adjust to changes.	"Catches on" and adjusts to changes fast enough to perform work satisfactorily.	Rather slow to adjust to changes or to learn new duties.	Very slow to adjust to changes or to learn new duties; becomes confused easily.

13. Oral expression: Ability to express self orally.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Unusual ability to express thoughts and feelings; master of good speech techniques.	Speaks well, good vocabulary.	Nothing about his manner of speech that is descriptive or distinctive.	Careless speech habits.	Inarticulate or has serious speech defects.

14. Writing Ability: Skill in preparing reports and other required written material.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Unusual ability in written expression; rarely incomplete; fine vocabulary; material well organized; correct grammar, almost always free of errors.	Product nearly always acceptable from standpoint of composition, grammar, vocabulary and completeness.	Product usually acceptable but not distinctively good.	More than average rejects based on incompleteness; organization of material; grammar or spelling errors.	High incidence of rejects due to one or more serious causes.

15. Punctuality: Promptness in reporting for duty.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Always reports for duty well ahead of time.	Usually reports for duty well ahead of time.	Reports for duty in time to prepare for day's work.	Reports for duty barely on time; occasionally late.	Frequently reports for duty late.

16. Care and use of Service equipment:

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Takes exceptional care of equipment and highly proficient in its use.	Care and use of equipment above average.	Adequately cares for equipment. Does not abuse or use equipment improperly.	Occasionally careless with equipment.	Abuses equipment and uses it improperly.

17. Overall evaluation: Typical performance during this period in relation to demands of the job.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Has demonstrated unusual ability as an officer.	Above average in majority of job aspects.	Adequately performs all major phases of work.	Limited performance of job; requires considerable assistance.	Inadequate performance of job.

18. Miscellaneous factors influencing performance:

- a. Health.
- b. Personal conduct.
- c. Physical ability to do job.

Highly Satisfactory	Satisfactory	Unsatisfactory
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19. Type of duties performed by trainee during period covered by this evaluation: primary inspections & adjudications

20. During period covered by this rating trainee's performance: Has improved ☒ Little or no change ☐ Has declined ☐

21. Retention (b) (3) ☒ Recommended.

22. Comments: Indicate item to which comment applies. # 1 & 14 not rated

(Signature of Trainee)

(Date)



## CONDUCT AND EFFICIENCY EVALUATION OF PROBATIONARY APPOINTEE GS-5

TRAINEE'S NAME AND TITLE [Redacted] Immigration Inspector		STATION [Redacted]	
PERIOD COVERED BY THIS REPORT From [Redacted] To (inclusive) [Redacted]		REPORT PREPARED BY [Redacted]	TITLE Supervisory Immigration Inspector

CIRCLE THE DESCRIPTION IN EACH ITEM WHICH, IN YOUR OPINION, MOST CLEARLY DEPICTS THE TRAINEE. MAKE COMMENTS IN ITEM 22, INCLUDING BASIS FOR ANY UNSATISFACTORY RATINGS.

## 1. Spanish Language: Ability to communicate in the language.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Exceptional mastery and fluency of all phases of language	Thorough knowledge and fluency	Adequate knowledge of language and fluency.	Weak in knowledge and fluency.	Inadequate knowledge and fluency to communicate.

## 2. Knowledge and application of immigration and nationality laws:

Highly Satisfactory	Above Average	<u>Average</u>	Below Average	Unsatisfactory
Exceptional knowledge and mastery of all phases of immigration laws.	Thorough knowledge of practically all phases of immigration laws.	Adequate knowledge of all phases of immigration laws.	Weak in knowledge of some phases of immigration laws.	Inadequate comprehension of provisions of immigration laws.

## 3. Knowledge of Job: Familiarity with procedures and techniques required in the work of the trainee.

Highly Satisfactory	Above Average	<u>Average</u>	Below Average	Unsatisfactory
Exceptional mastery of all phases of work.	Thorough knowledge of practically all phases of work.	Adequate knowledge of all phases of work.	Weak in knowledge of some phases of work.	Inadequate comprehension of job requirements.

## 4. Judgment: Exercise of good judgment to arrive at sound conclusions and decisions based on available facts.

Highly Satisfactory	Above Average	<u>Average</u>	Below Average	Unsatisfactory
Uses sound judgment, reaches conclusions logically and rapidly.	Generally grasps situation and draws correct conclusions, uses good common sense.	Usually reaches conclusions based on concrete facts, learns from experience.	Makes immature decisions, often "jumps to conclusions".	Seriously lacking in good judgment, has no sense of proportion, rash.

## 5. Ability to perform, execute, and achieve assigned tasks:

Highly Satisfactory	Above Average	<u>Average</u>	Below Average	Unsatisfactory
Completes assignments in the shortest time possible.	Completes assignments in unusually short time.	Completes assignments in reasonable time.	Slow in completing assignments.	Takes a long time to accomplish little.

## 6. Acceptance of Responsibility: A willingness to assume duties.

Highly Satisfactory	<u>Above Average</u>	Average	Below Average	Unsatisfactory
Greatest possible sense of responsibility.	Very willing.	Accepts, but does not seek responsibility.	Does assigned tasks reluctantly.	Irresponsible.

## 7. Appearance: Outward impressions made by the trainee, as appropriate consider compliance with uniform regulations.

Highly Satisfactory	<u>Above Average</u>	Average	Below Average	Unsatisfactory
Superior style, grooming, taste and a sense of the fitness of things.	Well-dressed and neat.	Neat, but not particularly striking.	Intermittently careless.	Slovenly and untidy.

## 8. Personality: External mannerisms consciously or unconsciously adopted in meeting situations.

Highly Satisfactory	<u>Above Average</u>	Average	Below Average	Unsatisfactory
Radiant, confident, poised, and courteous.	Pleasant, forceful.	Acceptable.	Ill at ease, not too forceful.	Negative, colorless person.

## 9. Cooperativeness: Appreciation of collective action for mutual or common benefit.

Highly Satisfactory	<u>Above Average</u>	Average	Below Average	Unsatisfactory
Greatest possible cooperativeness.	Very cooperative. Displays wholesome attitude.	Cooperative. Follows suggestions rather faithfully.	Occasionally uncooperative. Reluctant to help others.	Difficult to handle. Cooperates when he has to.

## 10. Initiative: Desire and ability to introduce a new course of action.

Highly Satisfactory	Above Average	<u>Average</u>	Below Average	Unsatisfactory
Seeks and initiates for himself additional tasks.	Often originates actions which contribute to satisfactory completion of job.	Progressive, has necessary drive.	Rarely suggests, follows precedent.	Needs detailed instructions.

## 11. Interest in Job - Refers To Attitude Towards Service

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Has a professional attitude and displays a positive interest	Exhibits above average interest in performance of duties and Service mission	Positive attitude toward Service mission and duties	Little interest in Service mission and indifference to assignments	Has no interest in performing duties or Service mission

## 12. Adaptability: Quickness to adjust to new situations encountered on job.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Exceptionally fast to adjust to changed conditions.	Rather quick to absorb new material and adjust to changes.	"Catches on" and adjusts to changes fast enough to perform work satisfactorily.	Rather slow to adjust to changes or to learn new duties.	Very slow to adjust to changes or to learn new duties; becomes confused easily.

## 13. Oral expression: Ability to express self orally.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Unusual ability to express thoughts and feelings; master of good speech techniques.	Speaks well, good vocabulary.	Nothing about his manner of speech that is descriptive or distinctive.	Careless speech habits.	Inarticulate or has serious speech defects.

## 14. Writing Ability: Skill in preparing reports and other required written material.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Unusual ability in written expression; rarely incomplete; fine vocabulary; material well organized; correct grammar, almost always free of errors.	Product nearly always acceptable from standpoint of composition, grammar, vocabulary and completeness.	Product usually acceptable but not distinctively good.	More than average rejects based on incompleteness; organization of material; grammar or spelling errors.	High incidence of rejects due to one or more serious causes.

## 15. Punctuality: Promptness in reporting for duty.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Always reports for duty well ahead of time.	Usually reports for duty well ahead of time.	Reports for duty in time to prepare for day's work.	Reports for duty barely on time; occasionally late.	Frequently reports for duty late.

## 16. Care and use of Service equipment:

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Takes exceptional care of equipment and highly proficient in its use.	Care and use of equipment above average.	Adequately cares for equipment. Does not abuse or use equipment improperly.	Occasionally careless with equipment.	Abuses equipment and uses it improperly.

## 17. Overall evaluation: Typical performance during this period in relation to demands of the job.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Has demonstrated unusual ability as an officer.	Above average in majority of job aspects.	Adequately performs all major phases of work.	Limited performance of job; requires considerable assistance.	Inadequate performance of job.

## 18. Miscellaneous factors influencing performance:

- a. Health.  
b. Personal conduct.  
c. Physical ability to do job.

Highly Satisfactory	Satisfactory	Unsatisfactory
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 19. Type of duties performed by trainee during period covered by this evaluation: primary inspections &amp; adjudications

20. During period covered by this rating trainee's performance: Has improved ☒ Little or no change ☐ Has declined ☐

21. Retention (is) (is not) recommended.

22. Comments: Indicate item to which comment applies. #1 &amp; 14 not rated

(Signature of Trainee)

(Date)

(Signature of Rater)

(Date)



## CONDUCT AND EFFICIENCY EVALUATION OF PROBATIONARY APPOINTEE GS-5

TRAINEE'S NAME AND TITLE Immigration Inspector		STATION
PERIOD COVERED BY THIS REPORT From To (inclusive)	REPORT PREPARED BY	TITLE Supervisory Immigration Inspector

CIRCLE THE DESCRIPTION IN EACH ITEM WHICH, IN YOUR OPINION, MOST CLEARLY DEPICTS THE TRAINEE. MAKE COMMENTS IN ITEM 22, INCLUDING BASIS FOR ANY UNSATISFACTORY RATINGS.

## 1. Spanish Language: Ability to communicate in the language.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Exceptional mastery and fluency of all phases of language	Thorough knowledge and fluency	Adequate knowledge of language and fluency.	Weak in knowledge and fluency.	Inadequate knowledge and fluency to communicate.

## 2. Knowledge and application of immigration and nationality laws

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Exceptional knowledge and mastery of all phases of immigration laws.	Thorough knowledge of practically all phases of immigration laws.	Adequate knowledge of all phases of immigration laws.	Weak in knowledge of some phases of immigration laws.	Inadequate comprehension of provisions of immigration laws.

## 3. Knowledge of Job: Familiarity with procedures and techniques required in the work of the trainee.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Exceptional mastery of all phases of work.	Thorough knowledge of practically all phases of work.	Adequate knowledge of all phases of work.	Weak in knowledge of some phases of work.	Inadequate comprehension of job requirements.

## 4. Judgment: Exercise of good judgment to arrive at sound conclusions and decisions based on available facts.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Uses sound judgment, reaches conclusions logically and rapidly.	Generally grasps situation and draws correct conclusions, uses good common sense.	Usually reaches conclusions based on concrete facts, learns from experience.	Makes immature decisions, often "jumps to conclusions".	Seriously lacking in good judgment, has no sense of proportion, rash.

## 5. Ability to perform, execute, and achieve assigned tasks

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Completes assignments in the shortest time possible.	Completes assignments in unusually short time.	Completes assignments in reasonable time.	Slow in completing assignments.	Takes a long time to accomplish little.

## 6. Acceptance of Responsibility: A willingness to assume duties.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Greatest possible sense of responsibility.	Very willing.	Accepts, but does not seek responsibility.	Does assigned tasks reluctantly.	Irresponsible.

## 7. Appearance: Outward impressions made by the trainee, as appropriate consider compliance with uniform regulations.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Superior style, grooming, taste and a sense of the fitness of things.	Well-dressed and neat.	Neat, but not particularly striking.	Intermittently careless.	Slovenly and untidy.

## 8. Personality: External mannerisms consciously or unconsciously adopted in meeting situations.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Radiant, confident, poised, and courteous.	Pleasant, forceful.	Acceptable.	At ease, not too forceful.	Negative, colorless person.

## 9. Cooperativeness: Appreciation of collective action for mutual or common benefit.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Greatest possible cooperativeness.	Very cooperative. Displays wholesome attitude.	Cooperative. Follows suggestions rather faithfully.	Occasionally uncooperative. Reluctant to help others.	Difficult to handle. Cooperates when he has to.

## 10. Initiative: Desire and ability to introduce a new course of action.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Seeks and initiates for himself additional tasks.	Often originates actions which contribute to satisfactory completion of job.	Progressive, has necessary drive.	Rarely suggests, follows precedent.	Needs detailed instructions.



11. Interest in Job - Refers To Attitude Towards Service

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Has a professional attitude and displays a positive interest	Exhibits above average interest in performance of duties and Service mission	Positive attitude toward Service mission and duties	Little interest in Service mission and indifference to assignments	Has no interest in performing duties or Service mission

12. Adaptability: Quickness to adjust to new situations encountered on job.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Exceptionally fast to adjust to changed conditions.	Rather quick to absorb new material and adjust to changes.	"Catches on" and adjusts to changes fast enough to perform work satisfactorily.	Rather slow to adjust to changes or to learn new duties.	Very slow to adjust to changes or to learn new duties; becomes confused easily.

13. Oral expression: Ability to express self orally.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Unusual ability to express thoughts and feelings; master of good speech techniques.	Speaks well, good vocabulary.	Nothing about his manner of speech that is descriptive or distinctive.	Careless speech habits.	Inarticulate or has serious speech defects.

14. Writing Ability: Skill in preparing reports and other required written material.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Unusual ability in written expression; rarely incomplete; fine vocabulary; material well organized; correct grammar, almost always free of errors.	Product nearly always acceptable from standpoint of composition, grammar, vocabulary and completeness.	Product usually acceptable but not distinctively good.	More than average rejects based on incompleteness; organization of material; grammar or spelling errors.	High incidence of rejects due to one or more serious causes.

15. Punctuality: Promptness in reporting for duty.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Always reports for duty well ahead of time.	Usually reports for duty well ahead of time.	Reports for duty in time to prepare for day's work.	Reports for duty barely on time; occasionally late.	Frequently reports for duty late.

16. Care and use of Service equipment:

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Takes exceptional care of equipment and highly proficient in its use.	Care and use of equipment above average.	Adequately cares for equipment. Does not abuse or use equipment improperly.	Occasionally careless with equipment.	Abuses equipment and uses it improperly.

17. Overall evaluation: Typical performance during this period in relation to demands of the job.

Highly Satisfactory	Above Average	Average	Below Average	Unsatisfactory
Has demonstrated unusual ability as an officer.	Above average in majority of job aspects.	Adequately performs all major phases of work.	Limited performance of job; requires considerable assistance.	Inadequate performance of job.

18. Miscellaneous factors influencing performance:

- a. Health.
- b. Personal conduct.
- c. Physical ability to do job.

Highly Satisfactory	Satisfactory	Unsatisfactory
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19. Type of duties performed by trainee during period covered by this evaluation: primary inspections & adjudications

20. During period covered by this rating trainee's performance: Has improved ☒ Little or no change ☐ Has declined ☐

21. Retention ☒ (in) ☐ (out) recommended.

22. Comments: Indicate item to which comment applies. #1 & 14 not rated

(Signature of Trainee) (Date)

(Signature of Rater) (Date)

FOIA(b)(6)  
FOIA(b)(7) - (C)

1/20/92

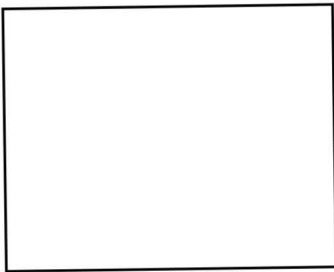
TO WHOM IT MAY CONCERN,

[REDACTED] WAS IN MY EMPLOY [REDACTED]  
[REDACTED] AS A MANAGER TRAINEE, [REDACTED]  
[REDACTED] WAS RESPONSIBLE FOR DAILY OPERATIONS OF THE STORE HE WAS  
ASSIGNED TO. THESE RESPONSIBILITIES INCLUDED;

OPENING SET-UP  
CHECKING THE PREVIOUS' NIGHT'S PAPERWORK  
MAKING PIZZA  
ROUTING THE DRIVERS  
CUSTOMER SATISFACTION  
INVENTORY  
FOOD ORDERS  
NIGHTLY PAPER WORK  
BANK DEPOSITS

DURING THE TIME THAT [REDACTED] WORKED FOR ME, I NEVER HAD A  
PROBLEM WITH HIS ACCURACY OR RECONCILING RECEIPTS.  
IF I CAN BE OF ANY FURTHER ASSISTANCE PLEASE FEEL FREE TO  
CONTACT ME.

[REDACTED]



FOIA(b)(6)  
FOIA(b)(7) - (C)

January 10, 1992

Office of Personnel Management

To whom it may concern:

Please allow this letter to serve as verification that [redacted]

[redacted] was employed by [redacted] through [redacted]. During his employment he held the position of Personnel Representative and was responsible for all corporate safety programs.

[redacted] was considered to be a valued employee and left on a voluntary basis to relocate [redacted]. He left us on the best of terms and is considered eligible for rehire.

If you should require additional information, please do not hesitate to contact me.

Sincerely,

[redacted signature block]

/tm



FOIA(b)(6)  
FOIA(b)(7) - (C)

May 13, 1992

Dear [REDACTED]

On May 5, 1992, I wrote you a letter addressed to the Post Office Box which you gave me however, I received the letter opened and returned with a note on the cover of the envelope stating that the address was incorrect. I have enclosed a copy of the envelope and the return receipt request form dated May 5, 1992.

Today, I received your form letter stating that you have not completed the inquiry. [REDACTED] I appreciate your efforts and time given to this matter and hope that you will be able to complete the inquiry as soon as possible.

[REDACTED] I was recently informed that another inspector who lied to the agency regarding an arrest-apparently he was intoxicated and was caught stealing potted plants from the college center and throwing them in the street. This same inspector was also charged and convicted of drunk driving twice and has not reported it to the agency. In fact this inspector is still without a license. [REDACTED] this is just another example of disparity of treatment among employees.

I just want to be treated equal and receive the same fairness that the other inspectors have received.

Sincerely,



May 5, 1992



Dear 

It has been thirty days since I forwarded my statement to you and I was wondering how the inquiry is going.

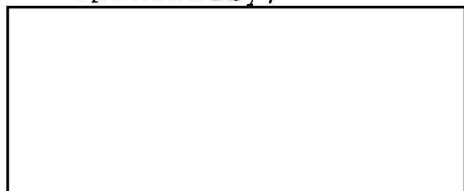
Recently, I was informed that another inspector was reinstated after lying to the agency about his arrest record. He was arrested for drunken disorderly in public- apparently he was intoxicated and was caught breaking into the college center where he went to school and stole potted plants from the area and threw them in the street. This is just another example of the disparity of treatment among employees.

Please let me know what has taken place at your earliest convenience so that I may prepare for the next step.

I appreciate your time and effort in this matter and understand the limits set forth.

Thank you for your anticipated cooperation and I look forward to your forthcoming reply.

Respectfully,



FOIA(b)(6)  
FOIA(b)(7) - (C)

*copy of last page of my attorney  
request to reconsider terminating me*

In Douglas, it was noted that some of these factors may be pertinent to other issues as well as penalty selection, such as the alleged connection between the employee's conduct and the efficiency of the service. Thus as applied to the present situation, the following are respectfully submitted:

1. Lack of intent to commit any offense or violation;
2.  past disciplinary record;
3. Disparity of treatment of a variety of other employees charged with similar violations and more serious violations;
4. Dedication to Immigration and Naturalization Service;
5. The simple and certainly probable prospect of rehabilitation of the employee with regard to the type of charges leveled herein;

It is clear that the above-mentioned mitigating factors should operate to rescind the proposed removal. Under the circumstances as described in this response, removal is clearly inappropriate and unjust.

#### Conclusion

In light of the foregoing, it is respectfully requested that the proposal to remove  from his position as Immigration Inspector with the United States Immigration and Naturalization Service be dismissed in its entirety.

Respectfully submitted,

*Kathleen P. Mahon*  
KATHLEEN P. MAHON

*There were no good reason for terminating  
me they asked wrong questions and  
then changed the meaning afterwards -*

*If they wanted to know if I had a DWT  
why not ask did I ever have a DWT?*

*If they wanted to know if I had credit card  
debts why not ask please list your credit  
debts*

AMERICAN  
OVERSIGHT

NARA-18-1003-A-004017



DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: JMD

To: AG.

ODD: NONE

Date Received: 10-16-92 Date Due: NONE

Control #: X92101915216

Subject & Date

10-16-92 REQUEST FOR PERSONNEL ACTION (SF-52) FOR THE  
EXCEPTED APPOINTMENT OF FREDERICK B. LACEY TO THE  
U.S. ATTORNEY'S OFFICE, DISTRICT OF NEW JERSEY, AS  
SPECIAL PROSECUTOR.

	Referred To:	Date:		Referred To:	Date:	
(1)	OAG; FILES	10-19-92	(5)			W/IN:
(2)			(6)			
(3)			(7)			PRTY:
(4)			(8)			1Y
	INTERIM BY:			DATE:		OPR:
	Sig. For: AG.			Date Released: 10-19-92		CYN

Remarks

AG SIGNED SF-52 ON 10-16-92. JMD/COLGATE PICKED UP FROM  
EXEC. SEC.

Other Remarks:

OLA CONTACT:

FILE: PERSONNEL/GENERAL, AG CHRON

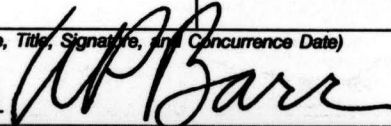
REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*

16 October 92



## REQUEST FOR PERSONNEL ACTION

### PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested <b>Excepted Appointment</b>		2. Request Number
3. For Additional Information Call (Name and Telephone Number)		4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date)	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) <b>William P. Barr</b> <b>Attorney General</b> 	

### PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) <b>Lacey, Frederick B.</b>		2. Social Security Number <b>136-18-9194</b>	3. Date of Birth <b>09/09/20</b>	4. Effective Date <b>10/16/92</b>
<b>FIRST ACTION</b>		<b>SECOND ACTION</b>		
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action	
5-C. Code	5-D. Legal Authority <b>28 U.S.C. 543</b>	6-C. Code	6-D. Legal Authority	
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority	

7. FROM: Position Title and Number						15. TO: Position Title and Number <b>Special Assistant U. S. Attorney</b>					
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
						<b>AD</b>	<b>905</b>	<b>00</b>	<b>00</b>	<b>\$100,000.00</b>	<b>PA</b>
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay	
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization <b>U. S. Attorney's Office</b> <b>District of New Jersey</b>					

### EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%				24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO	
27. FEGLI				28. Annuitant Indicator		29. Pay Rate Determinant			
30. Retirement Plan				31. Service Comp. Date (Leave)		32. Work Schedule		33. Part-Time Hours Per Biweekly Pay Period	

### POSITION DATA

34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category E - Exempt N - Nonexempt		36. Appropriation Code		37. Bargaining Unit Status	
38. Duty Station Code				39. Duty Station (City - County - State or Overseas Location)					
40. Agency Data		41.	42.	43.	44.				
45. Educational Level		46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other		50. Veterans Status	51. Supervisory Status	

### PART C - Reviews and Approvals (Not to be used by requesting office)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.



DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: FLICKINGER, HARRY H., AAG, JMD

To: AG.

ODD: 11-09-92

Date Received: 11-04-92 Date Due: 01-29-93 Control #: X92110416050

Subject & Date

11-03-92 MEMO REGARDING A REQUEST FOR CIVIL SERVICE  
RETIREMENT SYSTEM CREDIT FOR AN EMPLOYEE WHO SERVED UNDER  
A PERSONAL SERVICES CONTRACT WITH DEA, WITH ATTACHMENTS;  
JMD RECOMMENDS APPROVAL; THRU DAG; FOR AG SIGNATURE ON  
CERTIFICATION OF CREDITABILITY.

	Referred To:	Date:		Referred To:	Date:	
(1)	DAG;TERWILLIGE	11-04-92	(5)	JMD;COLGATE	01-25-93	W/IN:
(2)	OLC;FLANIGAN	11-06-92	(6)			
(3)	DAG;TERWILLIGE	01-13-93	(7)			PRTY:
(4)	OAG;GERSON	01-22-93	(8)			1
	INTERIM BY:			DATE:		OPR:
	Sig. For:	AG.		Date Released:	01-25-93	BJM

Remarks

- (1) FOR DAG CONCURRENCE. RETURN THRU EXEC. SEC.
- (2) W/NOTE FROM DAG TO OLC DATED 11-06-92, REQUESTING  
OLC REVIEW AND COMMENT BEFORE SUBMITTING TO AG FOR SIG;. KGM
- (3) OLC CONCURRED ON 01-13-93. TO DAG FOR CONCURRENCE. BJ
- (4) ODAG/FRAZIER CONCURRED FOR THE DAG ON 01-15-93. TO  
ACTING AG FOR SIGNATURE. BJ
- (5) ACTING AG GERSON SIGNED CERTIFICATION OF CREDITABILITY

Other Remarks:

DATED 01-23-93. RETURNED TO JMD FOR HANDLING. CC TO  
CIV. BERN. HBR.  
J92110304413

OLA CONTACT:

1/15/93 DF CONCURRED FOR DAG; CHM H/C TO E.S. 1/21/93  
FILE: PERSONNEL/GENERAL, AG CHRON

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*

3  
NOVEMBER 92





# ACTION MEMORANDUM

ATTORNEY GENERAL/DEPUTY ATTORNEY GENERAL/ASSOCIATE ATTORNEY GENERAL

**Subject**  
Civil Service Retirement System Credit  
for Contract Service - Timothy F. McGrath

**Date**  
NOV - 3 1992

**TO:** William P. Barr  
Attorney General

**FROM:** *Harry H. Flickinger*  
Harry H. Flickinger  
Assistant Attorney General  
for Administration

**Summary:** Mr. McGrath served under a personal services contract with the Drug Enforcement Administration (DEA) from January 1, 1978 through June 9, 1984. In order for this service to be creditable for length of service and retirement computation purposes under the Federal Employees Retirement System, P.L. 100-238 requires that the Attorney General sign a Certification of Eligibility. This decision authority cannot be delegated to a lower-level Department official. After careful review of this claim, it is our opinion that this service satisfies the criteria for eligibility contained in P.L. 100-238 and applicable Office of Personnel Management regulations. Therefore, it is recommended that you approve this contract service as creditable.

**Action Required:** Approval/disapproval of contract service as creditable for retirement purposes.

**Due Date/Action**  
**Forcing Event:** None

**DOJ Coordination:** Division/Component and Views (attach comments if other than concurrence).

Pertinent DEA correspondence attached.

**Concurrences:** DAG ASG OLC OPD OLA POA JMD MARCY

Initials	DAG	ASG	OLC	OPD	OLA	POA	JMD	MARCY
Date		x	<i>DRC</i>	x	x	x	x	
			1/13/93					

**External Coordination:** Agency and Views (attach comments if other than concurrence).

No external coordination.

**Contact Point for**

**Additional Information:** John C. Vail, Director, Personnel Staff, on 514-6788



# Memorandum



Subject

Civil Service Retirement System Credit  
for Contract Service--Timothy F. McGrath

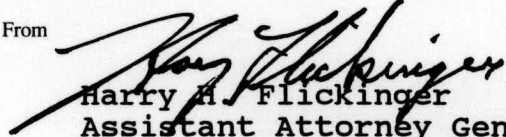
Date

NOV - 3 1992

To

William P. Barr  
Attorney General

From

  
Harry H. Flickinger  
Assistant Attorney General  
for Administration

Section 110 of Public Law 100-238, approved January 8, 1988, established statutory requirements for the certification of eligibility for Civil Service Retirement System (CSRS) service credit for individuals who worked under personal service contracts prior to November 5, 1985, and were employed in positions subject to CSRS or the Federal Employees Retirement System on January 8, 1988. A copy of Section 110 is attached as Tab A.

Prior to 1980, the Office of Personnel Management (OPM) treated personal service contracts as creditable service for CSRS purposes. During the early 1980's, OPM began denying retirement credit for this type of service on an inconsistent basis. On November 5, 1984, OPM finally issued a policy change that service under personal service contracts was no longer creditable for retirement purposes. The intent of Congress in creating the certification process was to provide employees who served under personal service contracts prior to the 1984 change, and had relied on OPM's instructions and administrative actions granting credit for such service, an opportunity to restore its creditability for length of service and retirement computation purposes.

OPM requires that the head of the agency make the necessary certification for creditability of contract service, and has determined that this authority cannot be delegated to a lower-level agency official. However, OPM has stated that it is not the intent of its regulations to require that the head of an agency must personally review each claimant's records in detail in order to make a valid certification. According to OPM, it is entirely appropriate under the regulations for detailed review of the records to be performed by staff members and for their recommendation to form the primary basis for the decision by the head of the agency on whether he can certify that the contract service of the claimant satisfies the criteria of Section 110 of P.L. 100-238. A certification by the head of the agency is final and not subject to administrative or judicial review.



Mr. McGrath's claim is attached as Tab B. OPM regulations provide that the burden of proof to show entitlement to credit for contract service lies with the applicant. The applicant must show that the agency had intended, through such contract, that the applicant be considered as having been appointed to a position in which the individual would have been subject to subchapter III of chapter 83 of title 5, U.S.C. My staff has carefully reviewed Mr. McGrath's claim for service credit and has concluded that Mr. McGrath's contract service satisfies the criteria for eligibility contained in P.L. 100-238 and applicable Office of Personnel Management regulations. During the period of January 1, 1978 through June 9, 1984, Mr. McGrath performed the duties and had the responsibilities of a regular civil service employee, and was under the daily supervision and control of a Federal official(s).

Therefore, it is our recommendation that you approve the creditability of this contract service by signing the attached certification of creditability (Tab C). If you or your staff have any questions or desire to discuss this matter, please advise me.

Attachments



transferred, or otherwise commencing that type of employment on or after October 1, 1988."

(B) CHAPTER ANALYSIS.—The analysis for chapter 89 of title 5, United States Code, is amended by adding at the end the following:

"8914. Effect of other statutes."

(b) EXTENSION OF OFFSET PROVISIONS UNDER CHAPTER 83.—

(1) CONTRIBUTIONS.—Section 8334(k) is amended by adding at the end the following:

"(4) In administering paragraphs (1) through (3)—

"(A) the term 'an individual described in section 8402(b)(2) of this title' shall be considered to include any individual—

"(i) who is subject to this subchapter as a result of a provision of law described in section 8347(o), and

"(ii) whose employment (as described in section 8347(o)) is also employment for purposes of title II of the Social Security Act and chapter 21 of the Internal Revenue Code of 1986; and

"(B) the term 'Federal wages', as applied with respect to any individual to whom this subsection applies as a result of subparagraph (A), means basic pay for any employment referred to in subparagraph (A)(ii)."

(2) BENEFITS.—Section 8349 is amended by adding at the end the following:

"(d) In administering subsections (a) through (c)—

"(1) the terms 'an individual under section 8402(b)(2)' and 'an individual described in section 8402(b)(2)' shall each be considered to include any individual—

"(A) who is subject to this subchapter as a result of any provision of law described in section 8347(o), and

"(B) whose employment (as described in section 8347(o)) is also employment for purposes of title II of the Social Security Act and chapter 21 of the Internal Revenue Code of 1986; and

"(2) the term 'Federal service', as applied with respect to any individual to whom this section applies as a result of paragraph (1), means any employment referred to in paragraph (1)(B) performed after December 31, 1983."

(3) EFFECTIVE DATE.—The amendments made by this subsection shall be effective as of January 1, 1987.

**SEC. 109. CONTINUED COVERAGE UNDER CERTAIN FEDERAL EMPLOYEE BENEFIT PROGRAMS FOR CERTAIN EMPLOYEES OF SAINT ELIZABETHS HOSPITAL.**

(a) IN GENERAL.—Section 207 of the Federal Employees' Retirement System Act of 1986 (Public Law 99-335; 100 Stat. 594) is amended by adding at the end the following:

"(o) An employee of Saint Elizabeths Hospital who is appointed to a position in the government of the District of Columbia on October 1, 1987, pursuant to the Saint Elizabeths Hospital and District of Columbia Mental Health Services Act (Public Law 98-621; 98 Stat. 3369 and following) shall, for purposes of chapters 83, 87, and 89 of title 5, United States Code, be treated in the same way as an individual first employed by the government of the District of Columbia before October 1, 1987."

(b) The amendment made by this section shall be effective as of October 1, 1987.

**SEC. 110. CREDITABILITY UNDER CSRS OF CERTAIN SERVICE PERFORMED UNDER A PERSONAL SERVICE CONTRACT WITH THE UNITED STATES.**

5 USC 8332 note.

(a) IN GENERAL.—

(1) CONDITIONS FOR RECEIVING CREDIT.—Subject to the making of a deposit under section 8334(c) of title 5, United States Code, upon application to the Office of Personnel Management within 2 years after the date of the enactment of this Act, any individual who is an employee (as defined by section 8331(1) or 8401(11) of such title) on such date shall be allowed credit under subchapter III of chapter 83 of such title for any service if such service was performed—

(A) before November 5, 1985; and

(B) under a personal service contract with the United States, except as provided in paragraph (3).

(2) CERTIFICATION.—

(A) IN GENERAL.—The Office shall, with respect to any service for which credit is sought under this subsection, accept the certification of the head of the agency which was party to the contract referred to in paragraph (1)(B), but only if such certification—

(i) states that the agency had intended, through such contract, that the individual involved (or that persons like the individual involved) be considered as having been appointed to a position in which such individual would be subject to subchapter III of chapter 83 of title 5, United States Code; and

(ii) indicates the period of service which was performed under the contract by the individual involved, and includes copies of appropriate records or other documentation to support the determination as to the length of such period.

(B) FINALITY.—A decision by an agency head concerning whether or not to make a certification under this paragraph in any particular instance shall be at the sole discretion of the agency head, and shall not be subject to administrative or judicial review.

(3) EXCEPTION.—Nothing in this subsection shall apply with respect to any service performed under—

(A) a contract for which any appropriations, allocations, or funds were used under section 636(a)(3) of the Foreign Assistance Act of 1961;

(B) a contract entered into under section 10(a)(5) of the Peace Corps Act;

(C) a contract under which the services of an individual may be terminated by a person other than the individual or the Government; or

(D) a contract for a single transaction or a contract under which services are paid for in a single payment.

(b) APPLICABILITY TO ANNUITANTS.—

(1) IN GENERAL.—In the case of any individual who—

(A) performed service for which credit is allowable under subsection (a), and

NARA-18-1003-A-004024



(B) retired on an annuity payable under subchapter III of chapter 83 of title 5, United States Code, after January 23, 1980, and before the date of the enactment of this Act, any annuity under such subchapter based on the service of such individual shall be redetermined to take into account the amendment made by subsection (a) if application therefor is made, and the deposit requirement under such subsection is met, within 2 years after the date of the enactment of this Act.

(2) AMOUNTS TO WHICH APPLICABLE.—Any change in an annuity resulting from a redetermination under paragraph (1) shall be effective with respect to payments accruing for months beginning after the date of the enactment of this Act.

**SEC. 111. EXCLUSION OF FOREIGN NATIONAL EMPLOYEES UNDER CSRS FROM PARTICIPATING IN THE THRIFT SAVINGS PLAN.**

(a) IN GENERAL.—Section 8351 is amended—

- (1) by redesignating subsection (c) as subsection (d); and
- (2) by inserting after subsection (b) the following:

“(c) A member of the Foreign Service described in section 103(6) of the Foreign Service Act of 1980 shall be ineligible to make any election under this section.”

(b) EFFECTIVE DATE.—The amendments made by subsection (a) shall be effective as of March 31, 1987. Any refund which becomes payable as a result of the preceding sentence shall, to the extent that such refund involves an individual's contributions to the Thrift Savings Fund (established under section 8437 of title 5, United States Code), be adjusted to reflect any earnings attributable thereto.

**SEC. 112. FOREIGN NATIONAL EMPLOYEES APPOINTED AFTER DECEMBER 1987 EXCLUDED FROM CSRS.**

Section 8331(1) is amended—

- (1) by striking “or” at the end of clause (x);
- (2) by striking the period at the end of clause (xi) and inserting in lieu thereof “; or”; and
- (3) by adding after clause (xi) the following:
  - “(xii) a member of the Foreign Service (as described in section 103(6) of the Foreign Service Act of 1980), appointed after December 31, 1987.”

**SEC. 113. EXCLUSION OF FOREIGN NATIONAL EMPLOYEES FROM FERS.**

(a) NO ELECTION TO CONVERT FROM CSRS.—

(1) IN GENERAL.—Section 301(a) of the Federal Employees' Retirement System Act of 1986 (Public Law 99-335; 100 Stat. 599) is amended by adding at the end the following:

“(4) A member of the Foreign Service described in section 103(6) of the Foreign Service Act of 1980 shall be ineligible to make any election under this subsection.”

(2) EFFECTIVE DATE.—The amendment made by paragraph (1) shall be effective as of June 30, 1987. Any refund which becomes payable as a result of the preceding sentence shall, to the extent that such refund involves an individual's contributions to the Thrift Savings Fund (established under section 8437 of title 5, United States Code), be adjusted to reflect any earnings attributable thereto.

(b) EXCLUSION FROM FERS.—

(1) IN GENERAL.—Section 8401(11) is amended—

- (A) by striking “or” at the end of clause (i)(III);
- (B) by inserting “or” after the semicolon in clause (ii); and
- (C) by adding at the end the following:
  - “(iii) a member of the Foreign Service described in section 103(6) of the Foreign Service Act of 1980.”

(2) EFFECTIVE DATE.—The amendments made by paragraph (1) shall be effective as of January 1, 1987. Any refund which becomes payable as a result of the preceding sentence shall, to the extent that such refund involves an individual's contributions to the Thrift Savings Fund (established under section 8437 of title 5, United States Code), be adjusted to reflect any earnings attributable thereto.

**SEC. 114. EXCLUSION OF CERTAIN ONE-TIME GOVERNMENT CONTRIBUTIONS TO THRIFT SAVINGS PLAN.**

Section 8432(d) is amended by adding at the end the following: “However, no contribution made under subsection (c)(3) shall be subject to, or taken into account, for purposes of the preceding sentence.”

**SEC. 115. GOVERNMENT'S 1 PERCENT THRIFT CONTRIBUTION NOT FORFEITABLE FOR DEATH IN SERVICE.**

Section 8432(g) is amended—

- (1) in paragraph (1), by striking “Except as provided in paragraphs (2) and (3),” and inserting in lieu thereof “Except as otherwise provided in this subsection,”; and
- (2) by adding at the end the following:

“(4) Nothing in paragraph (2) or (3) shall cause the forfeiture of any contributions made for the benefit of an employee, Member, or Congressional employee under subsection (c)(1), or any earnings attributable thereto, if such employee, Member, or Congressional employee is not separated from Government employment as of date of death.”

**SEC. 116. CLARIFICATION RELATING TO AMOUNTS SUBJECT TO LEGAL PROCESS FOR CHILD SUPPORT OR ALIMONY.**

Section 8437(e)(3) is amended by adding at the end the following: “For the purposes of this paragraph, an amount contributed for the benefit of an individual under section 8432(c)(1) (including any earnings attributable thereto) shall not be considered part of the balance in such individual's account unless such amount is non-forfeitable, as determined under applicable provisions of section 8432(g).”

**SEC. 117. CLARIFICATION RELATING TO SOURCE OF FUNDING FOR ADMINISTRATIVE EXPENSES OF THE THRIFT SAVINGS PLAN.**

(a) IN GENERAL.—Section 8437 is amended—

- (1) in subsection (d), by inserting a period after “earnings in such Fund” and by striking the matter thereafter; and
- (2) in subsection (e)(1), by inserting “subsection (d) and” before “paragraphs (2) and (3).”

(b) EFFECTIVE DATE.—The amendments made by subsection (a) shall take effect on the first day of the first month beginning on or after the date of the enactment of this Act.





U.S. Department of Justice  
Drug Enforcement Administration

Washington, D.C. 20537

OCT 16 1992

Memorandum

TO: James S. Verner  
Justice Management Staff  
Department of Justice

FROM: *Kristin Zastrow*  
Kristin Zastrow, Chief  
Employee Relations Unit

SUBJECT: Request for Additional Information to Support  
Service Credit Request from Timothy McGrath

This is in response to your request for additional information concerning Timothy McGrath's request for service credit under P.L. 100-238.

In his capacity as a Fiscal Officer with the New York Task Force, Mr. McGrath has stated that he was regularly supervised by DEA employees. To support this statement, Mr. McGrath has submitted the attached declarations from former DEA employees.

Mr. McGrath, who retired July 1, 1992, has requested an expeditious decision on his request. Mr. McGrath can be reached at the following address:

5 Stuyvesant Oval  
Apartment 9B  
New York, NY 10009

If you have any further questions, or need additional information concerning this matter please contact me.

Attachments

100 Wisconsin Street  
Long Beach, N.Y. 11561  
September 28, 1992

Miss Kristin, Zastrow, Chief  
Employee Relations Unit  
Drug Enforcement Administration  
Room W-3040  
Washington, D.C. 20537

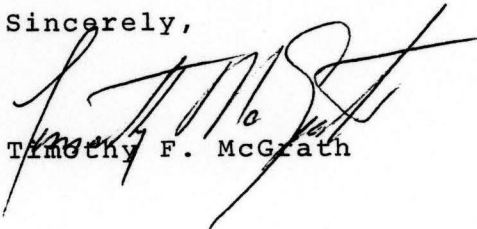
Att: Debra Drayton

Dear Miss Kristin:

As requested in your letter of September 2, 1992, enclosed are the following documentation that my services performed as a contract employee with the Drug Enforcement Administration were supervised by a federal official executed by:

1. John W. Fallon, former Regional Director;
2. Bruce E. Jensen, former Special Agent in Charge, New York Field Division.

Sincerely,



Timothy F. McGrath

encs.

92 SEP 29 P3:13

RECEIVED  
AHME



DECLARATION OF JOHN W. FALLON

I, JOHN W. FALLON, hereby declare as follows:

1. I am a former North Eastern Regional Director, Drug Enforcement Administration. I held that position from 1971 to 1981.

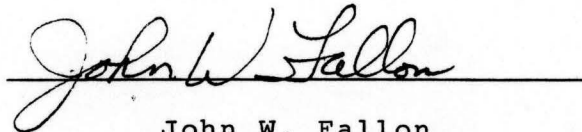
2. On March 1, 1975, Timothy F. McGrath was hired by my office, through a grant from the LEAA, as a Contract Fiscal Officer (GS-12) to support DEA Task Forces in our region. As of January 1, 1978, Mr. McGrath's contract was funded by DEA.

3. During the period from March 1, 1975 until 1981, I supervised the activities of Mr. McGrath. Direct day to day supervision was given to Mr. McGrath by my Associate Regional Director, Robert Nickoloff, and my Administrative Officer, Peter Montante.

4. During the entire period mentioned above, Mr. McGrath performed a federal function for DEA under the supervision of federal DEA officials.

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Executed this 23 day of September, 1992.



John W. Fallon

Address:

176 Briston Road South  
Garden City NY 11530

SEP 29 1992

RECEIVED  
AHME

DECLARATION OF BRUCE JENSEN

I, BRUCE JENSEN, hereby declare as follows:

1. I was the Special Agent in Charge of the Drug Enforcement Administration, New York Field Division, from 1981 to 1985. I succeeded John W. Fallon in this position.

2. From January 1978 to June 1984, Mr. Timothy F. McGrath served our office as a Contract Fiscal Officer, under a contract funded by DEA to assist in the operation of DEA Task Forces in our region. In June 1984, Mr. McGrath was hired by my office as the Assistant Administrative Officer (GS-12) of the New York Field Division.

3. During the period 1981 to 1984, I supervised Mr. McGrath's activities as Contract Fiscal Officer. However, direct day-to-day supervision was given to Mr. McGrath by my Administrative Officers, Peter Montante, James Judge and Kenneth O'Connor.

4. During this entire period, Mr. McGrath performed a federal function for DEA under the supervision of federal DEA officials.

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Executed this 23 day of September, 1992.

Bruce E. Jensen

Bruce Jensen

Address:

7 Rennes Street

Pine Brook, N.J. 07058





U.S. Department of Justice  
Drug Enforcement Administration

Washington, D.C. 20537

MAY 06 1992

MEMORANDUM

TO: James S. Verner  
Justice Management Staff  
Department of Justice

FROM: Jean D. Mathis *[Signature]*  
Deputy Assistant Administrator  
Office of Personnel

SUBJECT: Request for Service Credit Under P.L. 100-238

Attached is a request from an employee of this agency, Timothy F. McGrath, for service credit under P.L. 100-238.

Mr. McGrath served under a personal services contract with the Drug Enforcement Administration from January 1, 1978 through June 9, 1984 (copies of the signed contracts are enclosed). Based on this documentation, we have been able to determine that Mr. McGrath has filed a timely application for service credit under the Federal Employee's Retirement System. Based upon a review of his request, it is our determination that Mr. McGrath appears to meet the basic requirements for coverage, and that his service does not fall under the exceptions listed in CFR 5, Section 842.309 (b)(2). In compliance with this Section, which states that a determination of whether this service is creditable under the Federal Retirement System rests with the head of the agency, Mr. McGrath's application and supporting documentation is being forwarded to you for submission to the Attorney General for decision. If you have any questions, or need any further information, please contact Kristin Zastrow, Chief of the Employee Relations Unit at (202) 307-4010.

Attachments



# APPLICATION TO MAKE SERVICE CREDIT PAYMENT FOR CIVILIAN SERVICE

## FEDERAL EMPLOYEES RETIREMENT SYSTEM

TO AVOID DELAY IN PROCESSING:

1. Read the attached information carefully.
2. Typewrite or print in ink.
3. Complete Part A in full. If you are currently a Federal employee, have your employing agency complete Part B.

### A. TO BE COMPLETED BY THE APPLICANT

1. Name (Last, first, middle) McGRATH, TIMOTHY F.		2. List other names you have used N/A		3. Birthdate (mo, dy, yr) FEB. 5, 1930			
4. Address (Number and street) 5 STUYVESANT OVAL		5. Department or agency in which presently or last employed, including bureau, branch, or division DRUG ENFORCEMENT ADMINISTRATION		6. Social Security Number 119-20-9534			
(City, State, and ZIP Code) NEW YORK, N.Y. 10009		7. Location of employment (city and state) 555 WEST 57th STREET, N.Y., N.Y. 10019		8. Title of position ADMIN. SUPPORT SPECIALIST			
9. Have you previously filed any application under the Federal Employees Retirement System (FERS) or the Civil Service Retirement System (CSRS)? <input type="checkbox"/> Yes (Complete items 9a and 9b.) <input checked="" type="checkbox"/> No		9a. Type of application <input type="checkbox"/> Service credit payment <input type="checkbox"/> Refund <input type="checkbox"/> Return of excess deductions <input type="checkbox"/> Retirement		9b. Claim number(s) (If available) N/A			
10. List below in chronological order all periods of Federal civilian service. Be sure all your service is listed so that the Office of Personnel Management (OPM) can bill you for the correct amount.							
Department or Agency, including bureau, branch or division, where employed	Location of Employment (city and state)	Title of Position	Periods of Service		Check whether deductions were not withheld, withheld and refunded, or withheld and remain to your credit		
			Beginning Date	Ending Date	Not Withheld	Withheld and Refunded	Withheld and Not Refunded
LEAA/DRUG ENFORCEMENT ADMIN.	26 FEDERAL PLAZA N.Y., N.Y.	FISCAL OFFICER	03/01/75	12/31/77	✓		
DRUG ENFORCEMENT ADMIN.	555 WEST 57th ST. N.Y., N.Y. 10019	FISCAL OFFICER	01/01/78	06/09/84	✓		
11. Are deductions for the Federal Employees Retirement System now being withheld from your salary? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			12. If your answer is "No," give the date of separation from your last position under the Federal Employees Retirement System →		Date of separation		
13. Signature of applicant 			14. Telephone number (Including area code) where you can be reached during the day (212) 399-5071 FTS 662-5071		15. Date MAY 4, 1989		

Office of Personnel Management

Standard Form 3108

May 1988

NARA-18-1003-A-004031

Page 1 of 1  
70106516  
FOIA # 60048 (URTS 1047) DocId: 70106516



**INSTRUCTIONS TO THE AGENCY** - Do not use this application to verify service for leave, retention or other non-retirement purposes. The procedures for verifying service for nonretirement purposes or for establishing creditability of service are contained in the Federal Personnel Manual. If more space is needed for the information requested in item 4, please attach a separate sheet. Show the name and Social Security number of the applicant on the separate sheet (SF 3107-1 may be used for this purpose).

1. Is the employee covered by the Federal Employees Retirement System (FERS)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		2. Provide exact date FERS deductions began for the current appointment. (May be before January 1, 1987, if employee was automatically covered by FERS or all of a transferee's service will be credited under FERS rules.) <div style="text-align: right;">6/10/84</div>
a. Did this employee elect to transfer to FERS?      Effective date of election <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		3b. If yes, is this employee entitled, according to your records, to have part of his/her future retirement annuity computed under CSRS rules? <input type="checkbox"/> No <input type="checkbox"/> Yes

From verified service documented in official personnel records, list any Federal civilian or District of Columbia Government service not covered by FERS or CSRS deductions which you believe is potentially creditable. If a period of service was subject to another retirement system for Federal employees, note this in the "Leave Without Pay" column. If total basic salary earned for any such period of service is known, a summary entry may be entered on the right-hand side below. Otherwise, show each change affecting basic salary during the period of service. List any period of nondeduction service claimed on the front of this form which cannot be verified from official records and note it in the "Leave Without Pay" column as "Unverified." Service which was not subject to FERS or CSRS deductions is creditable only as specifically allowed by law. NOTE: This information will also be requested on the SF 3107-1 in connection with the employee's retirement. File a copy of this schedule on the right side of the Official Personnel Folder to facilitate completion of the SF 3107-1.

Nature of Action (Appt., pro., res., etc.)	Effective Date (Mo., Day, Year)	Basic Salary Rate	Salary Basis (Per annum, per hour, WAE, etc.)*	Leave Without Pay	If Basic Salary actually earned is available make summary entry below		
					From (Mo., Day, Year)	To (Mo., Day, Year)	Total Earned
PSC	2-1-79	9,494.40	P.A.	NONE			
PSC	7-1-83	9,984.00	P.A.	NONE			

\* If part-time, provide the number of hours in the scheduled tour of duty and dates of each change in tour of duty. If employee claims to have worked more than the scheduled tour(s) provide number of hours worked at each pay rate. If intermittent (WAE), provide the number of hours worked, if available, at each pay rate.

Agency address	Signature	Date
AMERICAN OVERSIGHT	FOIA # 60048 (URTS-16447) DocId: 70106516 Page 15 Official title NARA-18-1003-A-004032	Telephone number NARA-18-1003-A-004032



# INFORMATION REGARDING SERVICE CREDIT PAYMENTS FOR CIVILIAN SERVICE

## FEDERAL EMPLOYEES RETIREMENT SYSTEM (FERS)

(Detach this sheet before filling out the application and save this information for your records.)

Read this information carefully before filling out the attached application.

### Who Should Use This Application?

You should use this application if you are covered by the Federal Employees Retirement System (FERS) and you want to pay for civilian service so that you can receive retirement credit for the service. You should also use this application if you transferred to FERS and want to pay for service which will be credited under Civil Service Retirement System (CSRS) rules.

If you are under the Civil Service Retirement System, use Standard Form 2803, which is available from your personnel office, to apply to pay for service.

If you are currently a Federal employee and you want to know whether: (1) a period of service will be creditable for retirement; (2) retirement deductions were withheld from your pay; or (3) you received a refund for a period of service, ask your agency for assistance. If you are not currently a Federal employee, write the Office of Personnel Management, Federal Employees Retirement System, P.O. Box 200, Boyers, PA 16020, to ask for the information you need.

To make payment for military service, ask your personnel office for information.

### Privacy Act Statement

Title 5, U.S. Code, authorizes solicitation of this information. The data you furnish will be used to determine your eligibility to make payments for retirement credit to the Civil Service Retirement Fund.

This information may be shared with national, state, local or other charitable or social security administrative agencies to determine and issue benefits under their programs or with law enforcement agencies when they are investigating a violation or potential violation of the civil or criminal law.

Executive Order 9397 (November 22, 1943) authorizes use of the Social Security Number. Furnishing the Social Security Number, as well as other data, is voluntary, but failure to do so may delay or prevent action on your application.

### Credit For Civilian Service

#### *Payment can be made for:*

- Any period of creditable civilian service performed before

1989 during which no retirement deductions were withheld from your pay.

- Any period of civilian service during which retirement deductions were withheld from your pay **and** refunded to you based on an application you filed before you became covered by FERS.

#### *Payment cannot be made for:*

- Any period of service under the Federal Employees Retirement System (FERS) for which you received a refund of your retirement deductions based on an application you filed **after** you had been covered by FERS.
- Temporary or intermittent service which you performed after 1988. Temporary service means an appointment which is limited to one year or less. Intermittent service means an employee has no scheduled tour of duty.
- Any other service which is not creditable under FERS.
- Periods of leave without pay.
- Time covered by a lump sum leave payment.

**Amount of payment for civilian service** is 1.3 percent of your basic pay for the service, plus interest. The 1.3 percent rate applies regardless of when the service was performed or whether deductions would have been taken at 1.3 percent if they had been taken at the time the service was performed. You must pay the total amount due for a distinct period of service before you can receive credit for it in your annuity. A "distinct period of service" is a period of civilian service that is not interrupted by a break in service of more than three days.

If you pay for part-time service, you will receive credit for the number of hours in your official tour of duty -- e.g., 20 hours per week. If you worked more than your official tour of duty and want credit for extra hours, attach a statement with the name of the agency where you worked, the beginning and ending dates of each period of service, your grade and job title, and the approximate number of hours worked per week. If available, attach copies of any earnings statement which show the number of hours worked.

**Interest is computed** from the midpoint of each period of service included in the computation. Interest accrues annually on the outstanding balance, and is compounded annually until the portion is deposited. Interest is charged to the date of deposit or



DATE: MAY 4, 1989

REPLY TO ATTN. OF: TIMOTHY F. MC GRATH, NEW YORK FIELD DIVISION

SUBJECT: CREDITABLE SERVICE

TO: PATRICIA OTEY, CHIEF, DOMESTIC FIELD STAFFING UNIT

STATE OF NEW YORK )  
COUNTY OF NEW YORK ) SS:

TIMOTHY F. McGRATH, BEING DULY SWORN, HEREBY DEPOSES AND SAYS:

ON MARCH 1, 1975, I WAS HIRED BY JOHN W. FALLON, REGIONAL DIRECTOR, DRUG ENFORCEMENT ADMINISTRATION, NEW YORK FIELD DIVISION, AS A CONTRACT FISCAL OFFICER. MY EMPLOYMENT IN THIS CAPACITY WAS FUNDED THROUGH AN LEAA/DEA GRANT IN SUPPORT OF THE NEW YORK REGION'S DEA TASK FORCES. MY IMMEDIATE SUPERVISORS WERE DEA ASSOCIATE REGIONAL DIRECTOR ROBERT NICKOLOFF (NOW RETIRED) AND THEN-DEA REGIONAL ADMINISTRATIVE OFFICER PETER MONTANTE. MR. MONTANTE IS PRESENTLY EMPLOYED AS THE ADMINISTRATIVE OFFICER OF THE U.S. ATTORNEY'S OFFICE IN NEWARK, NEW JERSEY.

ON DECEMBER 16, 1977, I WAS INFORMED THAT THE LEAA/DEA GRANT UNDER WHICH I WAS CONTRACTUALLY EMPLOYED WOULD BE TERMINATED EFFECTIVE DECEMBER 31, 1977. HOWEVER, MY CONTRACTUAL EMPLOYMENT WOULD NOT LAPSE AND MY EMPLOYMENT WOULD CONTINUE THROUGH FUNDING BY THE DRUG ENFORCEMENT ADMINISTRATION UNDER THE DIRECT SUPERVISION OF A/O PETER MONTANTE. (SEE ATTACHED LETTER, DATED DECEMBER 16, 1977, FROM JOHN W. FALLON, REGIONAL DIRECTOR).

DURING THIS PERIOD (1/1/79 THROUGH 6/9/84), THE VEHICLES USED FOR MY CONTRACTUAL EMPLOYMENT WERE P.O.s ISSUED BY DEA AND SIGNED BY THE A/O. PAYMENT WAS MADE BY GOVERNMENT CHECKS VIA DOJ/DEA.

DEA CONTRACTUAL RECORDS FOR THE PERIOD MARCH 1, 1975 THROUGH JUNE 9, 1984 ARE NOT AVAILABLE. IT APPEARS THAT THEY HAVE BEEN DESTROYED.

MY PERSONAL RECORDS FOR THIS PERIOD ARE INCOMPLETE. HOWEVER, I DO HAVE SEVERAL PURCHASE ORDERS AND PHOTOCOPIES OF SALARY CHECKS RECEIVED DURING THIS PERIOD. COPIES ARE ATTACHED.

MY BASE SALARY DURING THIS PERIOD IS AS FOLLOWS:

1975	-	11/1	15,481.	1980	-	12/3	28,747.
1976	-	11/2	16,255.	1981	-	12/3	30,129.
1977	-	11/3	17,056.	1982	-	12/4	31,071.
1978	-	12/1	21,883.	1983	-	12/4	32,311.
1979	-	12/2	23,857.	1984	-	12/5	34,454.

DATE: MAY 4, 1989 (PAGE 2 OF 2)

REPLY TO ATTN. OF: TIMOTHY F. MC GRATH, NEW YORK FIELD DIVISION

SUBJECT: CREDITABLE SERVICE

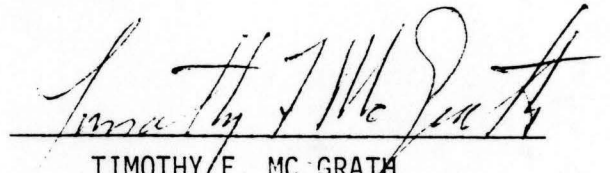
TO: PATRICIA OTEY, CHIEF, DOMESTIC FIELD STAFFING UNIT

MY DIRECT SUPERVISOR FROM MARCH 1, 1975, UNTIL HE TRANSFERRED IN 1982, WAS PETER MONTANTE. IF REQUIRED, HE WILL FURNISH A SWORN STATEMENT OF THE TERMS OF MY EMPLOYMENT. FROM 1982 UNTIL 1984, I WAS SUPERVISED BY A/O JAMES JUDGE, WHO IS NO LONGER WITH THE GOVERNMENT, AND A/O KENNETH O'CONNOR, PRESENTLY EMPLOYED AT DEA HEADQUARTERS.

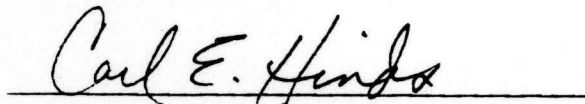
I TRUST THE FOREGOING WILL ENTITLE ME TO CONSIDERATION FOR INCLUSION UNDER THE RECENTLY ENACTED FEDERAL RETIREMENT SYSTEM ACT AND TO RECEIVE RETIREMENT/PENSION CREDIT FOR SERVICES RENDERED TO THE DRUG ENFORCEMENT ADMINISTRATION PRIOR TO JUNE 9, 1984.

SHOULD YOU REQUIRE ANY ADDITIONAL INFORMATION, PLEASE CONTACT ME AT 212-399-5071.

YOUR ASSISTANCE IN THIS MATTER IS APPRECIATED.

  
TIMOTHY F. MC GRATH

SWORN TO BEFORE ME THIS  
4TH DAY OF MAY, 1989

  
NOTARY PUBLIC, STATE OF NEW YORK

CARL E. HINDS  
Notary Public, State of New York  
No. 41-4790756 Queens Cty.  
Term expires ~~March 30, 1991~~  
OCT. 31



December 16, 1977

Mr. Timothy McGrath  
Drug Enforcement Administration  
555 West 57th Street  
New York, New York 10019

Dear Mr. McGrath:

In accordance with directives received by the Region from the DEA Administrative Division, dated 9/9/77, we are advising you that the grant under which you have been employed will terminate on December 31, 1977. In accordance with the directives received, the only method by which you can be retained in your present position is by entering into a contract for your services. Under this contractual agreement, you will be paid your salary, in addition to the cost of Health, Life and FICA Insurance, and annual leave. In addition, you will receive a sick leave allowance for the specific period of the contract which may not be accumulated for use in any succeeding contractual period.

Under this contractual agreement, you are responsible for filing and paying all required Federal, State and Local Tax and FICA. In addition, you will be responsible for securing your own Health and Life insurance coverage.

If you agree to enter into a contractual agreement with the Drug Enforcement Administration for your services, please indicate so by signing this letter and return it to my office by December 23, 1977.

A meeting will be held in the New York Regional Office during the week of December 26, 1977 for those people who agree to enter into a contract for services. December

┌

-2-

31, 1977, will be the last working day for those individuals not deciding to enter into a contract for services.

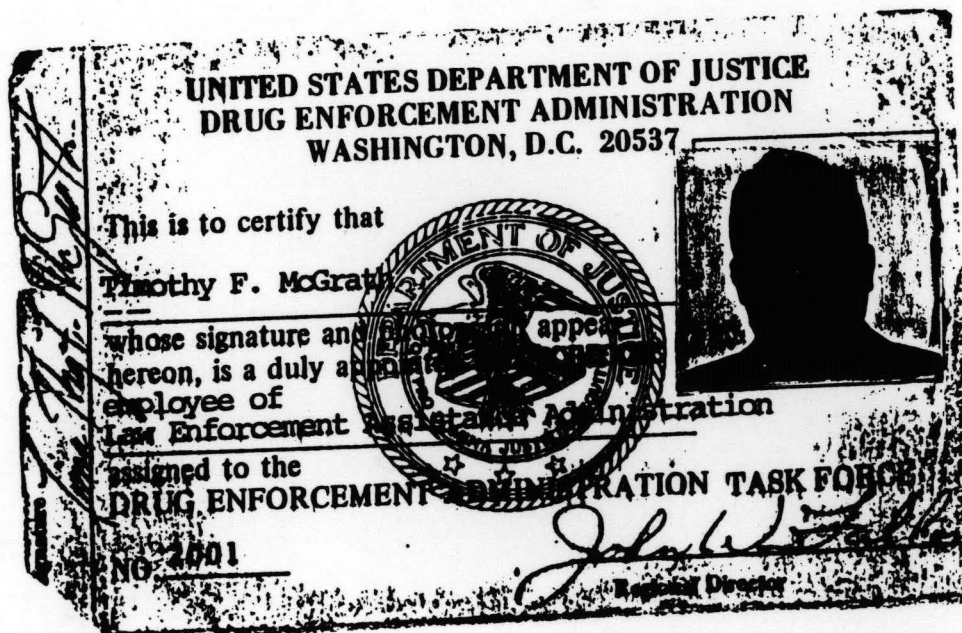
Very truly yours,

JOHN W. FALLON  
Regional Director

I agree to enter into a contractual agreement with DEA.

I do not agree to enter into a contractual arrangement with DEA.





Employer's and Employee's Copy Compared ☐

Type or print EMPLOYER'S name, address, ZIP code, and Federal identifying number. → DRG.BN.AG.GI#160F020004 → 555 WEST 57TH STREET NEW YORK.N.Y. 10019 13-2832464		<b>WAGE AND TAX STATEMENT-1976</b> Copy 2 To be filed with employee's State, City, or Local Income Tax Return	
Employer's State identifying number			
Employee's social security number 119-20-9539	1 Federal income tax withheld 2509.30	2 Wages, tips, and other compensation 16400.00	3 FICA employee tax withheld 899.05
TIMOTHY F MC GRATH 5 STUYVESANT OVAL APT 4B NEW YORK. N.Y. 10004		4 Total FICA wages 15300.00	
		5 Was employee covered by a qualified pension plan, etc.? NO	
		6	7
		8 State or local tax withheld 826.00	9 State or local wages 16400.00
		10 State or locality N.Y.	
		11 State or local tax withheld 300.09	12 State or local wages 16400.00
		13 State or locality NYC-2	



June 12, 1984

Timothy F. McGrath  
5 Stuyvesant Oval  
Apt. 9b  
New York, New York 10009

For services rendered to the New York Drug Enforcement Administration Task Force.

Period: 6/1/84 thru 6/8/84

48 Hrs. @ \$20.76 Per Hr. = \$ 996.48

84A-324300-L-324300-E001-SLC00-2599

APPROVED FOR PAYMENT

Signature

June 4, 1984

Timothy F. McGrath  
5 Stuyvesant Oval  
Apt. 9b  
New York, New York 10009

For services rendered to the New York Drug Enforcement Administration Task Force.

Period: 5/15/84 thru 5/31/84

104 Hrs. @ \$20.76 Per Hr. = \$ 2159.04

84A-324300-L-324300-E001-SLC00-2599

RECEIVED  
*Kenneth M. O'Connor*  
Sgt. 16



May 16, 1984

Timothy F. McGrath  
5 Stuyvesant Oval  
Apt. 9b  
New York, New York 10009

For services rendered to the New York Drug Enforcement Admini-  
stration Task Force.

Period: (5/1/84 through 5/14/84)

80 Hrs. @ \$20.76 Per Hr. = \$ 1,660.80

84A-324300-L-324300-E001-SLC00-2599

APPROVED FOR PAYMENT

\_\_\_\_\_  
Signature

May 2, 1984

Timothy F. McGrath  
5 Stuyvesant Oval  
Apt. 9b  
New York, New York 10009

For services rendered to the New York Drug Enforcement Administration Task Force.

Period: April 15, 1984 thru April 30, 1984

88 Hrs. @ \$20.76 Per Hr. = \$ 1,826.88

APPROVE  
*Kenneth M. O'Connor*  
Signature



April 16, 1984

Timothy F. McGrath  
5 Stuyvesant Oval  
Apt. 9b  
New York, New York 10009

For services rendered to the New York Drug Enforcement Administration Task Force.

Period: 4/1/84 through 4/14/84

80 Hrs. @ \$20.76 Per Hr. = \$ 1,660.80

**APPROVED FOR PAYMENT**

**Signature**

April 4, 1984

Timothy F. McGrath  
5 Stuyvesant Oval  
Apt. 9b  
New York, New York 10009

For services rendered to the New York Drug Enforcement Admini-  
stration Task Force.

Period: *3/15 Thru 3/31/84*

96 Hrs. @ \$ 20.76 Per Hr. = \$ 1992.96

**APPROVED FOR PAYMENT**  
*Kenneth M. Connor*  
**Signature**



## MARK ALL PACKAGES AND PAPERS WITH CONTRACT AND/OR ORDER NUMBERS

DATE OF ORDER 4/1/84	2. CONTRACT NO. (if any)	3. ORDER NO. 84-31-00-0038	PAGE 1 OF 2
-------------------------	--------------------------	-------------------------------	----------------

## ISSUING OFFICE

Drug Enforcement Administration, 555 W. 57th St., Suite 1900, New York, N.Y. 10019

## ACCOUNTING AND APPROPRIATION DATA

84A-324300-L-324300-E001-SLC00-2599

## SHIP TO (Consignee and Address, ZIP Code)

DEA Task Force

Issuing Office Address

VIA

## TO: CONTRACTOR (Name, Address, ZIP Code)

TIMOTHY F. MC GRATH

5 Stuyvesant Oval

Apt 9b

New York, New York 10009

## 8. TYPE OF ORDER

☒ (a) Purchase Reference your

41USC 252 (c) (3)

Please furnish the following on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of

☐ (b) Delivery Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

## REQUISITION OFFICE

DEA - NEW YORK

## 10. REQUISITION NO./PURCHASE AUTHORITY

## F.O.B. POINT

## 12. GOVERNMENT B/L NO.

## 13. DELIVERY TO F.O.B. POINT ON OR BEFORE

## 14. DISCOUNT TERMS

## 15. SCHEDULE

\* See reverse for rejections

Item No. (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Unit Price (e)	Amount (f)	Quantity Accepted* (g)
	For the period April 1, 1984 through June 22, 1984, provide clerical support services on a 5-day, 8-hours per day, 40 hrs. per week basis, Monday through Friday to the New York Drug Enforcement Task Force. In performance of these duties, you will be under the direct supervision of the senior local police official assigned to the Task Force, who will be responsible for assignment, review and approval of work for payment purposes. He will also be responsible for approving invoices for services rendered and for evaluation of performance for consideration of renewal of contract.	60	day	166.08	\$9,964.80	
	Invoices shall be submitted on the first					

CLASSIFICATION: ☐ SMALL BUSINESS ☐ OTHER THAN SMALL BUSINESS ☐ MINORITY BUSINESS ENTERPRISE

SEE BILLING INSTRUCTIONS ON REVERSE

## 17. SHIPPING POINT

## 18. GROSS SHIPPING WEIGHT

## 19. INVOICE NO.

## 20. MAIL INVOICE TO (Include ZIP Code) ISSUING OFFICE

\$9,964.80

15. (h) Total from continuation pages

15. (i) GRAND TOTAL

UNITED STATES OF AMERICA BY (Signature)

22. NAME (Typed) Kenneth M. O'Connor, Acting A. O.  
TITLE: CONTRACTING/ORDERING OFFICER

DER FOR SUPPLIES OR SERVICES

147-108

STANDARD FORM 147 (REV. 2-77)  
Prescribed by GSA, FPR (41 CFR) 1-3.605

FOIA # 60048 (URTS 16447) DocId: 70106516 Page 29

NARA-18-1003-A-004046

ALL PACKAGES AND PAPERS WITH ORDER AND/OR

CONTRACT NUMBERS

CONTRACT NO. (If any)

ORDER NO.

84-31-00-0038

DATE OF ORDER

4/1/84

CONTINUATION

ITEM NO.	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTIT ACCEPTE
	<p>and fifteenth of each month for the preceeding period of time.</p> <p>The Government will furnish the following equipment:</p> <p>All office equipment with supplies required for the services.</p> <p>During the period of performance, you will be allowed three days sick leave with no accumulation authorized. Also, <u>13.4</u> hours annual leave will be reflected in your rate of pay. In addition, you will receive the same Federal holidays, administrative leave as that granted Federal employees of the same facility.</p> <p>Overtime may be worked with approval of your supervisor, with concurrence of the contracting officer; however, no overtime may be worked in a day in which you work less than 8 hours straight time that day and will not be allowed for weekends if any part of the preceeding Friday is used in annual leave. Overtime may be apid at <math>1\frac{1}{2}</math> times the normal salary rate.</p> <p>This contract may be terminated upon submission by either party of two weeks notice.</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE



March 15, 1984

Timothy F. McGrath  
5 Stuyvesant Oval  
Apt. 9b  
New York, New York 10009

For services rendered to the New York Drug Enforcement Administration Task Force.

Period: March 1, 1984 through March 14, 1984

80 Hrs. @ \$ 20.76 Per Hr. = \$ 1,660.80

84A-324300-1-324300-EC01-Y599

APPROVED FOR PAYMENT

Signature

March 6, 1984

Timothy F. McGrath  
3 Stuyvesant Oval  
Apt. 9b  
New York, New York 10009

For services rendered to the New York Drug Enforcement Admini-  
stration Task Force

Period: Feb. 15, 1984 thru Feb. 29, 1984

88 Hrs. @ \$ 20.76 Per Hr. = \$ 1,826.88

84A-3Y4300-L-3Y4300-E001-Y599

APPROVED FOR PAYMENT

James M. Adams  
Signature



**MARK ALL PACKAGES AND PAPERS WITH CONTRACT AND/OR ORDER NUMBERS**

1. DATE OF ORDER Feb. 27, 1984		2. CONTRACT NO. (if any)		3. ORDER NO. 84-31-00-0248		PAGE 1 OF 2		
4. ISSUING OFFICE Drug Enforcement Administration, 555 W. 57th St., Suite 1900, N.Y., N.Y.								
5. ACCOUNTING AND APPROPRIATION DATA  84A-324300-L-324300-E001-SLC00-2599								
6. SHIP TO (Consignee and Address, ZIP Code) DEA Task Force Issuing office address						VIA		
7. TO: CONTRACTOR (Name, Address, ZIP Code)  TIMOTHY F. MC GRATH 5 Stuyvesant Oval Apt. 9b New York, New York 10009						8. TYPE OF ORDER <input checked="" type="checkbox"/> (a) Purchase Reference your 41 USC 252 (c) (3) Please furnish the following on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of  <input type="checkbox"/> (b) Delivery Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
9. REQUISITION OFFICE DEA - NEW YORK						10. REQUISITION NO./PURCHASE AUTHORITY		
11. F.O.B. POINT			12. GOVERNMENT B/L NO.		13. DELIVERY TO F.O.B. POINT ON OR BEFORE		14. DISCOUNT TERMS	
15. SCHEDULE * See reverse for rejections								
Item No. (a)	Supplies or Services (b)			Quantity Ordered (c)	Unit (d)	Unit Price (e)	Amount (f)	Quantity Accepted* (g)
	For the period 3/1/84 through 3/31/84, provide clerical support and services on a 5-day, 8-hours per day, 40 hours per week basis, Monday through Friday to the New York DEA Task Force. In performance of these duties, you will be under the direct supervision of the senior local police official assigned to the Task Force, who will be responsible for assignment, review and approval of work for payment purposes. He will also be responsible for approving invoices for services rendered and for evaluation of performance for consideration of renewal of contract.  Invoices shall be submitted on the first and fifteenth of each month for the preceding period of time			22	day	166.08	\$3,653.76	
16. CLASSIFICATION: <input type="checkbox"/> SMALL BUSINESS <input checked="" type="checkbox"/> OTHER THAN SMALL BUSINESS <input type="checkbox"/> MINORITY BUSINESS ENTERPRISE								15. (h) Total from continuation pages
SEE BILLING INSTRUCTIONS ON REVERSE	17. SHIPPING POINT		18. GROSS SHIPPING WEIGHT		19. INVOICE NO.			
	20. MAIL INVOICE TO (Include ZIP Code) ISSUING OFFICE						\$3,653.76	15. (i) GRAND TOTAL
21. UNITED STATES OF AMERICA BY (Signature)					22. NAME (Typed) Kenneth M. O'Connor, Acting A.O. TITLE: CONTRACTING/ORDERING OFFICER			

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE—CONTINUATION**

 MARK ALL PACKAGES AND PAPERS WITH ORDER AND/OR  
CONTRACT NUMBERS ▼

PAGE NO.

2

DATE OF ORDER

2/27/84

CONTRACT NO. (if any)

ORDER NO.

0248

84-31-00-0034

ITEM NO.	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
	<p>The Government will furnish the following equipment:</p> <p>All office equipment and supplies required for your services.</p> <p>During the period of performance, you will be allowed one day sick leave, with no accumulation authorized. Also, 13.4 hours annual leave will be reflected in your rate of pay. In addition, you will receive the same Federal holidays, administrative leave as that granted Federal employees working in the same facility.</p> <p>Overtime may be worked with approval of your supervisor, with concurrence of contracting officer; however, no overtime may be worked in a day in which you work less than 8 hours straight time that day and will not be allowed for weekends if any part of the preceeding Friday is used in annual leave. Overtime may be paid at 1½ times the normal salary rate.</p> <p>This contract may be terminated upon submission by either party of two weeks notice.</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE

FOIA # 60048 (URTS 16447) DocId: 70106516 Page 34



Feb. 16, 1984

Timothy F. McGrath  
5 Stuyvesant Oval  
Apt. 9b  
New York, New York 10009

For services rendered to the New York Drug Enforcement Administration Task Force.

Period: Feb. 1, 1984 thru Feb. 14, 1984

80 Hrs. @ \$ 20.76 Per Hr. = \$1,660.80

**PAID**

February 1, 1984

Timothy McGrath  
5 Stuyvesant Oval  
Apt. 9b  
New York, New York 10009

For services rendered to the New York Drug Enforcement  
Administration Task Force.

Period: Jan. 15, 1984 thru Jan. 31, 1984

96 Hrs. @ \$20.76 Per Hr. = \$1,992.96

*Jennett M. Connor*  
4/2/84

84A- 324300-L- 324300- E001- 2599



January 17, 1984

Timothy F. McGrath  
5 Stuyvesant Oval  
Apt. 9b  
New York, New York 10009

For services rendered to the New York Drug Enforcement Administration Task Force.

Period: Jan. 1, 1984 through Jan. 14, 1984

80 Hrs. @ \$ 19.50 Per Hr. = \$ 1,560.00

APPROVED

*James M. O'Connor*

84A-374300-L-374300-E001-SLC00-2599

January 2, 1984

Timothy F. McGrath  
5 Stuyvesant Oval  
Apt. 9b  
New York, New York 10009

For services rendered to the New York Drug Enforcement Admini-  
stration Task Force.

Period: Dec. 15, 1983 through Dec. 31, 1983

96 Hrs. @ \$ 19.50 Per Hr. = \$ 1,872.00

844-324300-1-324300-EOU1-SLC00-259

*Tim McGrath*



December 16, 1983

Timothy F. McGrath  
5 Stuyvesant Oval  
Apt. 9b  
New York, New York 10009

For services rendered to the New York Drug Enforcement Administration Task Force.

Period: December 1, 1983 thru December 14, 1983

80 Hrs. @ \$ 19.50 Per Hr = \$ 1560.00

APPROVED FOR PAYMENT  
*Jenneth M. Conner*  
Signature

84A-324300-L-324300-EO01-5LC00-2599

December 1, 1983

F. McGrath  
Sant Oval

New York 10009

ices rendered to the New York Drug Enforcement Admini-  
Task Force.

11/15/83 through 11/30/83

@ \$19.50 Per Hr. = \$1,404.00

*Ken [Signature]*

37: - 374300 - E001 - 2599



October 17, 1983

Timothy F. McGrath  
5 Stuyvesant Oval  
Apt. 9b  
New York, New York 10009

For services rendered to the New York Drug Enforcement Administration  
Task Force for the period 10/1 thru 10/14/83

50 hrs. @ \$12.50 per hr. = \$ 1,560.00 ✓

APPROVED FOR PAYMENT  
*[Signature]*  
8/2/83

## MARK ALL PACKAGES AND PAPERS WITH CONTRACT AND/OR ORDER NUMBERS

1. DATE OF ORDER 10/1/83	2. CONTRACT NO. (if any)	3. ORDER NO. 84-31-00-0002	PAGE 1 OF 2			
4. ISSUING OFFICE Drug Enforcement Administration, 555 W. 57th St., Suite 1900, New York, N.Y. 10019						
5. ACCOUNTING AND APPROPRIATION DATA 84A-324300-L-324300-E001-SLC00-2599						
6. SHIP TO (Consignee and Address, ZIP Code) DEA Task Force 555 W. 57th St., N.Y., N.Y. 10019			VIA			
7. TO: CONTRACTOR (Name, Address, ZIP Code)  TIMOTHY F. MC GRATH 5 Stuyvesant Oval Apt. 9b New York, New York 10009			8. TYPE OF ORDER <input checked="" type="checkbox"/> (a) Purchase Reference your 41 USC 252 (c) (3) Please furnish the following on the terms specified on both sides of this order and on the attached sheets, if any including delivery as indicated. This purchase is negotiated under authority of  <input type="checkbox"/> (b) Delivery Except for billing instructions on the reverse, this delivery order is subject to instruction contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
9. REQUISITION OFFICE DEA - NEW YORK			10. REQUISITION NO./PURCHASE AUTHORITY			
11. F.O.B. POINT	12. GOVERNMENT B/L NO.	13. DELIVERY TO F.O.B. POINT ON OR BEFORE	14. DISCOUNT TERMS			
15. SCHEDULE *See reverse for rejection						
Item No. (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Unit Price (e)	Amount (f)	Quantity Accepted (g)
	For the period 10/1/83 through 12/31/83, provide clerical support and services on a 5-day, 8-hours per day, 40 hours per week basis, Monday through Friday to the New York DEA Task Force. In performance of these duties, you will be under the direct supervision of the senior local police official assigned to the Task Force, who will be responsible to assign, review and approve work for payment purposes. He will also be responsible for approving invoices for services rendered and for evaluation of performance for consideration of renewal of contract.  Invoices shall be submitted on the first and fifteenth of each month for the preceding period of time	64	day	156.00	\$9,984.00	
16. CLASSIFICATION: <input type="checkbox"/> SMALL BUSINESS <input checked="" type="checkbox"/> OTHER THAN SMALL BUSINESS <input type="checkbox"/> MINORITY BUSINESS ENTERPRISE						15. (h) T. from continuation pages
SEE BILLING INSTRUCTIONS ON REVERSE	17. SHIPPING POINT	18. GROSS SHIPPING WEIGHT	19. INVOICE NO.			
	20. MAIL INVOICE TO (Include ZIP Code) ISSUING OFFICE				\$9,984.00	15. (i) GRA TOT
21. UNITED STATES OF AMERICA BY (Signature) FOIA # 60048 (URIS 164474 DocId: 70106516 Page 49)			22. NAME (Typed) William A. London, Contracting Officer CONTRACTING/ORDERING OFFICER			

ORDER FOR SUPPLIES OR SERVICES

147-108

NARA-18-1003-A-004059  
Prescribed by GSA, FPR (41 CFR) 1-3.6



# ORDER FOR SUPPLIES OR SERVICES SCHEDULE—CONTINUATION

 MARK ALL PACKAGES AND PAPERS WITH ORDER AND/OR  
CONTRACT NUMBERS ▼

PAGE NO.

2

DATE OF ORDER

10/1/83

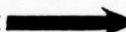
CONTRACT NO. (If any)

ORDER NO.

84-31-00-0002

ITEM NO.	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
	<p>The Government will furnish the following equipment:</p> <p>All office equipment and supplies required for your services.</p> <p>During the period of performance, you will be allowed three days sick leave with no accumulation authorized. Also, 40 hours annual leave will be reflected in your rate of pay. In addition, you will receive the same Federal holidays, administrative leave as that granted Federal employees working in the same facility.</p> <p>Overtime may be worked with approval of your <del>supervisor</del> supervisor, with concurrence of contracting officer; however, no overtime may be worked in a day in which you work less than 8 hours straight time that day and will not be allowed for weekends if any part of the preceeding Friday is used in annual leave. Overtime may be paid at 1½ times the normal salary rate.</p> <p>This contract may be terminated upon submission by either party of two weeks notice.</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE



## MARK ALL PACKAGES AND PAPERS WITH CONTRACT AND/OR ORDER NUMBERS

1. DATE OF ORDER July 1, 1983	2. CONTRACT NO. (if any)	3. ORDER NO. 83-31-00-0050	PAGE 1 OF 2
----------------------------------	--------------------------	-------------------------------	----------------

## 4. ISSUING OFFICE

Drug Enforcement Administration, 555 W. 57th St., Suite 1900, New York, N.Y. 10019

## 5. ACCOUNTING AND APPROPRIATION DATA

83A-324300-L-324300-E013-SLC00-2599

## 6. SHIP TO (Consignee and Address, ZIP Code)

DEA TASK FORCE

555 W. 57th St., Suite 1900, New York, N.Y. 10019

VIA

## 7. TO: CONTRACTOR (Name, Address, ZIP Code)

TIMOTHY F. ME GRATH  
9 Stuyvesant Oval  
Apt. 9b  
New York, New York 10009

## 8. TYPE OF ORDER

☐ (a) Purchase Reference your \_\_\_\_\_

Please furnish the following on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of \_\_\_\_\_

☐ (b) Delivery Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

## 9. REQUISITION OFFICE

DEA - NEW YORK

## 10. REQUISITION NO./PURCHASE AUTHORITY

## 11. F.O.B. POINT

## 12. GOVERNMENT B/L NO.

## 13. DELIVERY TO F.O.B. POINT ON OR BEFORE

## 14. DISCOUNT TERMS

## 15. SCHEDULE

\* See reverse for rejections

Item No. (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Unit Price (e)	Amount (f)	Quantity Accepted* (g)
	<p>For the period 7/1/83 to 9/30/83, provide clerical support and services on a five day, 8 hours per day, 40 hours per week basis, Monday through Friday, to the DEA New York Task Force.</p> <p>In performance of these duties, you will be under the direct supervision of the senior local police official assigned to the Task Force, who will be responsible for assignment, review, and approval of work for payment purposes. He will also approve invoices for services rendered and for evaluation of performance for consideration of renewal of contract period.</p> <p>Invoices shall be submitted on the first and fifteenth of each month.</p>	66	day	\$156.00	\$9,984.00	

## 16. CLASSIFICATION:

☐ SMALL BUSINESS☒ OTHER THAN SMALL BUSINESS☐ MINORITY BUSINESS ENTERPRISE

15. (h) Total from continuation pages

SEE BILLING INSTRUCTIONS ON REVERSE

## 17. SHIPPING POINT

## 18. GROSS SHIPPING WEIGHT

## 19. INVOICE NO.

20. MAIL INVOICE TO (Include ZIP Code)  
ISSUING OFFICE

\$9,984.00

15. (i) GRAND TOTAL

## 21. UNITED STATES OF AMERICA

BY

## 22. NAME (Typed)

William A. London, Contracting Officer  
TITLE: CONTRACTING/ORDERING OFFICER



## ORDER FOR SUPPLIES OR SERVICES

MARK ALL PACKAGES AND PAPERS WITH ORDER AND/OR  
CONTRACT NUMBERS

PAGE NO.

2

## SCHEDULE-CONTINUATION

DATE OF ORDER

7/1/83

CONTRACT NO. (If any)

ORDER NO.

83-31-00-0050

ITEM NO.	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
	<p>The Government shall furnish the following equipment: all office equipment and supplies required for your services. During the 2 period of performance, you will be allowed three (3) days sick leave, with no accumulation authorized. Also, 160 hours annual leave will be reflected in your rate of pay. In addition, you will receive the same Federal holidays, administrative leave as that granted Federal employees working in the same facility.</p> <p>Overtime may be worked, with approval of your superior officer, with concurrence of the contracting officer; however, no overtime may be worked in a day in which you work less than eight (8) hours straight time that day, and will not be allowed for weekends if any part of the preceeding Friday is used in annual leave. Overtime will be paid at 1½ times the normal salary rate.</p> <p>This contract may be terminated upon submission, by either party, of two weeks notice.</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE

## MARK ALL PACKAGES AND PAPERS WITH CONTRACT AND/OR ORDER NUMBERS

1. DATE OF ORDER 4/1/83	2. CONTRACT NO. (if any)	3. ORDER NO. 83-31-00-0030	PAGE 1 OF 2
----------------------------	--------------------------	-------------------------------	----------------

4. ISSUING OFFICE  
Drug Enforcement Administration, 555 W. 57th St., Suite 1900, New York, N.Y. 10019

## 5. ACCOUNTING AND APPROPRIATION DATA

83A-324300-L-324300-E013-SLC00-2599

6. SHIP TO (Consignee and Address, ZIP Code) DEA TASK FORCE 555 W. 57th St., Suite 1900, New York, N.Y. 10019	VIA
---	-----

7. TO: CONTRACTOR (Name, Address, ZIP Code)  Timothy F. McGrath 5 Stuyvesant Oval Apt. 9b New York, New York 10099	8. TYPE OF ORDER <input type="checkbox"/> (a) Purchase Reference your _____  Please furnish the following on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of _____  <input type="checkbox"/> (b) Delivery Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
---	--

9. REQUISITION OFFICE DEA - NEW YORK	10. REQUISITION NO./PURCHASE AUTHORITY
11. F.O.B. POINT	12. GOVERNMENT B/L NO.
13. DELIVERY TO F.O.B. POINT ON OR BEFORE	14. DISCOUNT TERMS

## 15. SCHEDULE

\* See reverse for rejections

Item No. (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Unit Price (e)	Amount (f)	Quantity Accepted* (g)
	For the period 4/1/83 through 6/30/83, provide clerical support and services on a 5-day, 8-hours per day, 40 hours per week basis Monday thru Friday to New York DEA Task Force. In performance of these duties, you will be under the supervision of the senior local police official assigned to the Task Force, who will be responsible for assignment, review and approval of work for payment purposes. He will also be responsible for approving invoices for services rendered and for evaluation of performance for consideration of renewal of contract.  Invoices shall be submitted on the first and fifteenth of each month for the preceeding period of time.	64	day	156.00	\$9,984.00	

16. CLASSIFICATION: <input type="checkbox"/> SMALL BUSINESS <input checked="" type="checkbox"/> OTHER THAN SMALL BUSINESS <input type="checkbox"/> MINORITY BUSINESS ENTERPRISE	15. (h) Total from continuation pages
SEE BILLING INSTRUCTIONS ON REVERSE	15. (i) GRAND TOTAL
17. SHIPPING POINT	15. (i) GRAND TOTAL
18. GROSS SHIPPING WEIGHT	15. (i) GRAND TOTAL
19. INVOICE NO.	15. (i) GRAND TOTAL
20. MAIL INVOICE TO (Include ZIP Code) ISSUING OFFICE	15. (i) GRAND TOTAL

21. UNITED STATES OF AMERICA BY (Signature)	22. NAME (Typed) William A. London, Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
---	---



**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE—CONTINUATION**

 MARK ALL PACKAGES AND PAPERS WITH ORDER AND/OR  
 CONTRACT NUMBERS ▼

PAGE NO.

2

DATE OF ORDER

4/1/83

CONTRACT NO. (If any)

ORDER NO.

83-31-00-0030

ITEM NO.	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
	<p>The Government will furnish the following equipment:</p> <p>All office equipment and supplies required for your services.</p> <p>During the period of performance, you will be allowed three days as sick leave with no accumulation authorized. Also, 160 Hrs. annual leave will be reflected in your rate of pay. In addition, you will receive the same Federal holidays, administrative leave as that granted Federal employees working in the same facility.</p> <p>Overtime may be worked with approval of your supervising officer with concurrence of the contracting officer; however, no overtime may be worked in a day in which you work less than 8 hours straight time that day and will not be allowed for weekends if any part of the preceeding Friday is used in annual leave. Overtime will be paid at 1 1/2 times the normal salary rate.</p> <p>This contract may be terminated upon submission by either party of two weeks notice.</p>					

TOTAL CARRIED FORWARD TO 1st PAGE →

## MARK ALL PACKAGES AND PAPERS WITH CONTRACT AND/OR ORDER NUMBERS

1. DATE OF ORDER 1/1/83	2. CONTRACT NO. (if any)	3. ORDER NO. 83-31-0018	PAGE 1 OF 2
----------------------------	--------------------------	----------------------------	----------------

## 4. ISSUING OFFICE

Drug Enforcement Administration, 555 W. 57th St., Suite 1900, New York, N.Y. 10109

## 5. ACCOUNTING AND APPROPRIATION DATA

83A-324300-L-324300-E013-SLC00-2599

## 6. SHIP TO (Consignee and Address, ZIP Code)

Drug Enforcement Administration  
555 W. 57th ST., Suite 1900, New York, N.Y. 10019

VIA

## 7. TO: CONTRACTOR (Name, Address, ZIP Code)

Timothy F. McGrath  
5 Stuyvesant Oval  
Apt. 9b  
New York, New York 10009

## 8. TYPE OF ORDER

☐ (a) Purchase Reference your \_\_\_\_\_

Please furnish the following on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of \_\_\_\_\_

☐ (b) Delivery Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

## 9. REQUISITION OFFICE

DEA - NEW YORK

## 10. REQUISITION NO./PURCHASE AUTHORITY

## 11. F.O.B. POINT

## 12. GOVERNMENT B/L NO.

## 13. DELIVERY TO F.O.B. POINT ON OR BEFORE

## 14. DISCOUNT TERMS

## 15. SCHEDULE

\* See reverse for rejections

Item No. (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Unit Price (e)	Amount (f)	Quantity Accepted* (g)
	For the period 1/1/83 through 3/30/83, provide clerical support and services to the New York Drug Enforcement Task Force on a 5-day, 8-hours per day, 40 hours per week basis Monday through Friday. In performance of these duties, you will be under the direct supervision of the senior local police official assigned to the Task Force, who will be responsible for assignment, review and approval of work for payment purposes. He will also be responsible for approving invoices for services rendered and for evaluation of performance for consideration of renewal of contract.  Invoices shall be forwarded on the first and fifteenth of each mo. for the preceeding period of time.	64	days	156.00	\$ 9,984.00	

16. CLASSIFICATION: ☐ SMALL BUSINESS ☒ OTHER THAN SMALL BUSINESS ☐ MINORITY BUSINESS ENTERPRISE

15. (h) Total from continuation pages

17. SHIPPING POINT 18. GROSS SHIPPING WEIGHT 19. INVOICE NO.

SEE BILLING INSTRUCTIONS ON REVERSE

20. MAIL INVOICE TO (Include ZIP Code) ISSUING OFFICE

\$9,984.00

15. (i) GRAND TOTAL

21. UNITED STATES OF AMERICA BY (Signature)

22. NAME (Typed)

William London, Acting Admin. Officer

TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES (URTS 16447) DocId: 70106516 Page 48

STANDARD FORM 147 (REV. 2-77)

Prescribed by GSA FPMR (41 CFR) 1-3.605

NARA-18-1003-A-004065

AMERICAN OVERSIGHT



# ORDER FOR SUPPLIES OR SERVICES

## SCHEDULE—CONTINUATION

 MARK ALL PACKAGES AND PAPERS WITH ORDER AND/OR  
 CONTRACT NUMBERS ▼

PAGE NO.

2

DATE OF ORDER

1/1/83

CONTRACT NO. (If any)

ORDER NO.

83-31-0018

ITEM NO.	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
	<p>The Government will furnish the following equipment:</p> <p>All office equipment and supplies required for your services.</p> <p>During the period of performance, you will be allowed three days sick leave with no accumulation authorized. Also, 160 hours annual leave will be reflected in your rate of pay. In addition, you will receive the same Federal holidays, administrative leave as that granted Federal employees working in the same facility.</p> <p>Overtime may be worked with approval of your supervisor and concurrence of the contracting officer; however, no overtime may be worked in a day in which you work less than 8 hours straight time that day and will not be allowed for weekends if any part of the preceeding Friday is used in annual leave. Overtime will be paid at 1 1/2 times the normal salary rate.</p> <p>This contract may be terminated upon submission by the party of two weeks notice.</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE 

**TREASURY**  
FISCAL SERVICE  
DIVISION OF DISBURSEMENT

WASHINGTON, D. C.

Check No. 48,454,448  
SYMBOL 3004



**United States Treasury** 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT. 9B  
NEW YORK, NEW YORK 10009

MONTH	DAY	YEAR
12	03	82

15110003

DOLLARS	CTS.
\$\$\$1404	00

COAST GUARD  
DEA100483

NOV 15 THRU NOV 30, 1982

3004 11 00000005181 484544489

**TREASURY**  
FISCAL SERVICE  
DIVISION OF DISBURSEMENT

WASHINGTON, D. C.

Check No. 49,204,100  
SYMBOL 3004



**United States Treasury** 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009

MONTH	DAY	YEAR
12	20	82

15110003

DOLLARS	CTS.
\$\$\$234	00

IMM & NAT SVC  
DEA100583

DEC 1 THRU DEC 14, 1982

3004 11 00000005181 492041000

**TREASURY**  
BUREAU OF GOVERNMENT  
FINANCIAL OPERATIONS

WASHINGTON, D. C.

Check No. 12,578,655  
SYMBOL 3005



**United States Treasury** 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F MCGRATH  
24026410 15010003

MONTH	DAY	YEAR
08	01	84

DOLLARS	CTS.
119209539 \$\$\$765	10

SALARY



## MARK ALL PACKAGES AND PAPERS WITH CONTRACT AND/OR ORDER NUMBERS

1. DATE OF ORDER 10/1/82	2. CONTRACT NO. (if any) =	3. ORDER NO. 83-31-00-0001	PAGE 1 OF 2
-----------------------------	-------------------------------	-------------------------------	----------------

## 4. ISSUING OFFICE

Drug Enforcement Administration, 555 W. 57th St., Suite 1900, New York, N.Y. 10019

## 5. ACCOUNTING AND APPROPRIATION DATA

83A-324300-L-324300-0001-2599

## 6. SHIP TO (Consignee and Address, ZIP Code)

Drug Enforcement Administration  
555 W. 57th St., Suite 1900, New York, N.Y. 10019

VIA

## 7. TO: CONTRACTOR (Name, Address, ZIP Code)

Timothy F. McGrath  
5 Stuyvesant Oval  
Apt. 9b  
New York, New York 10019

## 8. TYPE OF ORDER

☒ (a) Purchase Reference your \_\_\_\_\_

Please furnish the following on the terms specified on both sides of this order and on the attached sheets, if any including delivery as indicated. This purchase is negotiated under authority of \_\_\_\_\_

☐ (b) Delivery Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

## 9. REQUISITION OFFICE

DEA - N.Y.

## 10. REQUISITION NO./PURCHASE AUTHORITY

## 11. F.O.B. POINT

## 12. GOVERNMENT B/L NO.

## 13. DELIVERY TO F.O.B. POINT ON OR BEFORE

## 14. DISCOUNT TERMS

## 15. SCHEDULE

\* See reverse for rejection:

Item No. (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Unit Price (e)	Amount (f)	Quantity Accepted* (g)
	For the period 10/1/82 thru 12/31/82, provide clerical support and services on a 5-day, 8-hours per day, 40 hours per week basis Monday through Friday to <del>Police Department</del> New York Task Force. In performance of these duties, you will be under the supervision of the senior local police official assigned to the Task Force, who will be responsible for assignment, review and approval of work for payment purposes. He will also be responsible for approving invoices for services rendered and for evaluation of performance for consideration of renewal of contract.  Invoices shall be submitted on the first and fifteenth of each month for the preceeding period of time.	<del>66</del> 64	day	156.00	\$9,984.00	

16. CLASSIFICATION: ☐ SMALL BUSINESS ☒ OTHER THAN SMALL BUSINESS ☐ MINORITY BUSINESS ENTERPRISESEE  
BILLING  
INSTRUC-  
TIONS ON  
REVERSE

## 17. SHIPPING POINT

## 18. GROSS SHIPPING WEIGHT

## 19. INVOICE NO.

15. (h) Total  
from  
contin-  
uation  
pages

## 20. MAIL INVOICE TO (Include ZIP Code)

Above Address

\$9,984.00

15. (i) GRAND  
TOTAL21. UNITED STATES OF AMERICA  
BY (Signature)

## 22. NAME (Typed)

Elza W. Axon, Jr., Admin. Officer  
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES

STANDARD FORM 147 (REV. 2-77)  
NARA 16-1008-A-00-0008 (41 CFR) 1-3.605AMERICAN  
OVERSIGHT

# ORDER FOR SUPPLIES OR SERVICES SCHEDULE—CONTINUATION

MARK ALL PACKAGES AND PAPERS WITH ORDER AND/OR  
CONTRACT NUMBERS ▼

PAGE NO.

2

DATE OF ORDER

CONTRACT NO. (If any)

ORDER NO.

10/1/82

83-31-00-0001

ITEM NO.	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
	<p>The Government will furnish the following equipment:</p> <p>All office equipment and supplies required for your services.</p> <p>During the period of performance, you will be allowed three days sick leave with no accumulation authorized. Also, 160 hours annual leave will be reflected in your rate of pay. In addition, you will receive the same Federal holidays, administrative leave as that granted Federal employees working in the same facility.</p> <p>Overtime may be approved by your supervisor with concurrence of contracting officer; however, no overtime may be worked in a day in which you work less than 8 hours straight time that day and will not be allowed for weekends if any part of the preceeding Friday is used in annual leave. Overtime will be paid at 1 1/2 times the normal salary rate.</p> <p>This contract may be terminated upon submission by either party of two weeks notice.</p>					

TOTAL CARRIED FORWARD TO 1st PAGE →

FOIA # 60048 (URTS 16447) DocId: 70106516 Page 52

NARA-18-1003-A-004069



TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 46,141,818  
SYMBOL 3004

United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009

15110003

DOLLARS CTS  
\$\$\$1178 88

JUSTICE DRUG  
ENFORCEMENT NY  
DEA144482

AUG 1 THRU AUG 14, 1982

3004 1

00000005181 461418188

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 95,188,612  
SYMBOL 3004

United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YCRK 10009

15110003

DOLLARS CTS  
\$\$\$1528 86

JUSTICE DRUG  
ENFORCEMENT NY  
DEA145682

AUG 15 THRU AUG 31, 1982

3004 1

00000005181 951886122

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 46,811,968  
SYMBOL 3004

United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YCRK 10009

15110003

DOLLARS CTS  
\$\$\$1713 06

JUSTICE DRUG  
ENFORCEMENT NY  
DEA148282

FOIA # 60048 (URTS 16447) DocId: 70106516 Page 53

NARA 18-1003-A-004070

3004 1

00000005181 468119685



FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT  
DO NOT FOLD, SPINDLE OR MUTILATE  
KNOW YOUR ENDORSEMENT - REQUIRE IDENTIFICATION



United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MCGRATH  
5 STUYVESANT OVAL, APT 9B  
NEW YORK, NEW YORK 10009

MONTH DAY YEAR  
05 18 82

15110003

DOLLARS CTS  
\$1473 60

JUSTICE DRUG  
ENFORCEMENT NY  
CEA133982

MAY 1 THRU 14, 1982

3004 1 0000000518 927375878

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT  
DO NOT FOLD, SPINDLE OR MUTILATE  
KNOW YOUR ENDORSEMENT - REQUIRE IDENTIFICATION



United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MCGRATH  
5 STUYVESANT OVAL, APT 9B  
NEW YORK, NEW YORK 10009

MONTH DAY YEAR  
06 02 82

15110003

DOLLARS CTS  
\$1620 96

JUSTICE DRUG  
ENFORCEMENT NY  
CEA135082

MAY 15 THRU 31, 1982

3004 1 0000000518 438490318

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT  
DO NOT FOLD, SPINDLE OR MUTILATE  
KNOW YOUR ENDORSEMENT - REQUIRE IDENTIFICATION



WASHINGTON, D. C.

Check No. 44,476,975  
SYMBOL 3004

United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MCGRATH  
5 STUYVESANT OVAL, APT 9B  
NEW YORK, NEW YORK 10009

MONTH DAY YEAR  
06 17 82

15110003

DOLLARS CTS  
\$1473 60

JUSTICE DRUG  
ENFORCEMENT NY  
CEA137082

JUNE 1 THRU 14, 1982

3004 1 0000000518 444769754

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT  
DO NOT FOLD, SPINDLE OR MUTILATE  
KNOW YOUR ENDORSEMENT - REQUIRE IDENTIFICATION



WASHINGTON, D. C.

Check No. 44,405,541  
SYMBOL 3004

United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009

MONTH DAY YEAR  
07 19 82

15110003

DOLLARS CTS  
\$1031 52

JUSTICE DRUG  
ENFORCEMENT NY  
CEA140132

JULY 1 THRU JULY 14, 1982



WASHINGTON, D. C.      Check No. 0094109042  
SYMBOL 3004

**FISCAL SERVICE  
DIVISION OF DISBURSEMENT**

**United States Treasury** 15-51  
000

**PAY TO THE**  
**ORDER OF** TIMOTHY F. MCGRATH  
5 STUYVESANT CVAL, APT 98  
03 02 82 NEW YORK, NEW YORK 10009  
15110003

DO NOT FOLD, SPINCLE OR MUTILATE  
KNOW YOUR ENDORSEMENT... REQUIRES IDENTIFICATION

DOLLARS    CTS  
\$441473    60

JUSTICE DRUG  
ENFORCEMENT NY  
CEA122062

FEB 15 THRU 28, 1982

Henry H. Eades  
REGIONAL DISBURSING OFFICER

# 3004 11"    :0000000518: 904703426"

WASHINGTON, D. C.      Check No. 91,126,351  
SYMBOL 3004

**TREASURY  
FISCAL SERVICE  
DIVISION OF DISBURSEMENT**

**United States Treasury** 15-51  
000

**PAY TO THE**  
**ORDER OF** TIMOTHY F. MCGRATH  
5 STUYVESANT CVAL, APT 98  
03 16 82 NEW YORK, NEW YORK 10009  
15110003

DO NOT FOLD, SPINCLE OR MUTILATE  
KNOW YOUR ENDORSEMENT... REQUIRES IDENTIFICATION

DOLLARS    CTS  
\$441473    60

JUSTICE DRUG  
ENFORCEMENT NY  
CEA125282

MARCH 1 THRU 14, 1982

Henry H. Eades  
REGIONAL DISBURSING OFFICER

# 3004 11"    :0000000518: 911263518"

WASHINGTON, D. C.      Check No. 42,143,846  
SYMBOL 3004

**TREASURY  
FISCAL SERVICE  
DIVISION OF DISBURSEMENT**

**United States Treasury** 15-51  
000

**PAY TO THE**  
**ORDER OF** TIMOTHY F. MCGRATH  
5 STUYVESANT CVAL, APT 98  
04 05 82 NEW YORK, NEW YORK 10009  
15110003

DO NOT FOLD, SPINCLE OR MUTILATE  
KNOW YOUR ENDORSEMENT... REQUIRES IDENTIFICATION

DOLLARS    CTS  
\$441915    68

JUSTICE DRUG  
ENFORCEMENT NY  
CEA127202

MARCH 15 THRU 31, 1982

Henry H. Eades  
REGIONAL DISBURSING OFFICER

# 3004 11"    :0000000518: 421438468"

WASHINGTON, D. C.      Check No. 91,848,313  
SYMBOL 3004

**TREASURY  
FISCAL SERVICE  
DIVISION OF DISBURSEMENT**

**United States Treasury** 15-51  
000

**PAY TO THE**  
**ORDER OF** TIMOTHY F. MCGRATH  
5 STUYVESANT CVAL, APT 9F  
05 04 82 NEW YORK, NEW YORK 10009  
15110003

DO NOT FOLD, SPINCLE OR MUTILATE  
KNOW YOUR ENDORSEMENT... REQUIRES IDENTIFICATION

DOLLARS    CTS  
\$441768    32

JUSTICE DRUG  
ENFORCEMENT NY  
CEA131882

APRIL 15 THRU 30, 1982

Henry H. Eades  
REGIONAL DISBURSING OFFICER

# 3004 11"    :0000000518: 918483138"

FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT



United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MCGRATH  
5 STUYVESANT OVAL APT 98  
NEW YORK, NEW YORK 10009

MONTH DAY YEAR  
01 19 82

15110003

DOLLARS	CTS.
\$\$\$1473	60

JUSTICE DRUG  
ENFORCEMENT NY  
DEA114882

JAN 1 THRU 14, 1982

DO NOT FOLD, SPINDLE OR MUTILATE  
KNOW YOUR ENDORSEER - REQUIRE IDENTIFICATION

# 3004 1

00000005181 897895526

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT



WASHINGTON, D. C.

Check No. 40,693,915

SYMBOL 3004

United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MCGRATH  
5 STUYVESANT CVAL APT 98  
NEW YORK, NEW YORK 10009

MONTH DAY YEAR  
02 02 82

15110003

DOLLARS	CTS.
\$\$\$1620	96

JUSTICE DRUG  
ENFORCEMENT NY  
DEA118182

JAN 15 THRU 31, 1982

DO NOT FOLD, SPINDLE OR MUTILATE  
KNOW YOUR ENDORSEER - REQUIRE IDENTIFICATION

# 3004 1

00000005181 406939159

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT



WASHINGTON, D. C.

Check No. 41,527,396

SYMBOL 3004

United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MCGRATH  
5 STUYVESANT CVAL, APT 98  
NEW YORK, NEW YORK 10009

MONTH DAY YEAR  
02 17 82

15110003

DOLLARS	CTS.
\$\$\$1473	60

JUSTICE DRUG  
ENFORCEMENT NY  
DEA12C3E2

FEB 1 THRU 14, 1982

DO NOT FOLD, SPINDLE OR MUTILATE  
KNOW YOUR ENDORSEER - REQUIRE IDENTIFICATION

# 3004 1

00000005181 415273969



TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 39,870,341  
SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009  
15110003

DOLLARS	CTS.
\$ 1463	20

JUSTICE DRUG  
ENFORCEMENT NY  
DEA 111282

DEC 1 THRU 14, 1981

Henry H. Eades  
GENERAL RECEIVING OFFICER

3004 11

00000005181 398703415

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 89,175,619  
SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009  
15110003

DOLLARS	CTS.
\$ 1902	16

JUSTICE DRUG  
ENFORCEMENT NY  
DEA 113582

DEC 15 THRU 31, 1981

Henry H. Eades  
GENERAL RECEIVING OFFICER

3004 11

00000005181 891756195

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 38,315,875  
SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF

10 19 81

15110003

TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009

DOLLARS CTS  
\$ 1350 40

JUSTICE DRUG  
ENFORCEMENT NY  
DEA12482

*Henry H. Davis*  
TREASURER

OCT 1 THRU OCT 14, 1981

3004

00000005181

38315875

WASHINGTON, D. C.

Check No. 87,356,290

SYMBOL 3004

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT



United States Treasury 15-51  
000

PAY TO THE

ORDER OF

11 03 81

15110003

TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009

DOLLARS CTS  
\$ 1828 64

JUSTICE DRUG  
ENFORCEMENT NY  
DEA14382

OCT 15 THRU OCT 31, 1981

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT



WASHINGTON, D. C.

Check No. 88,264,691

SYMBOL 3004

United States Treasury 15-51  
000

PAY TO THE

ORDER OF

11 17 81

15110003

TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009

DOLLARS CTS  
\$ 1463 20

JUSTICE DRUG  
ENFORCEMENT NY  
DEA16082

NOV 1 THRU 14, 1981

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT



WASHINGTON, D. C.

Check No. 39,226,542

SYMBOL 3004

United States Treasury 15-51  
000

PAY TO THE

ORDER OF

12 03 81

15110503

TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009

DOLLARS CTS  
\$ 1609 52

JUSTICE DRUG  
ENFORCEMENT NY  
DEA18082

NOV 15 THRU 24, 1981  
FOIA # 60048 (URTS 16447) DocId: 70106516 Page 58

NARA-18-1003-A-004075

3004

00000005181 392265423



FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 019,000,010  
SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009

15110003

DOLLARS	CTS.
\$\$\$1251	36

JUSTICE DRUG  
ENFORCEMENT NY  
DEA153281

Henry H. Eades  
VICE REGIONAL DISBURSING OFFICER

AUG 1 THRU AUG 14, 1981

IRASBOKI  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

00000005181: 37068873611

WASHINGTON, D. C.

Check No. 86,043,080  
SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009

15110003

DOLLARS	CTS.
\$\$\$1251	36

JUSTICE DRUG  
ENFORCEMENT NY  
DEA155081

AUG 15 THRU AUG 31, 1981

IRASBOKI  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 86,708,976  
SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009

15110003

DOLLARS	CTS.
\$\$\$1390	40

JUSTICE DRUG  
ENFORCEMENT NY  
DEA156981

SEP 1 THRU SEP 14, 1981

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 37,675,637  
SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009

15110003

DOLLARS	CTS.
\$\$\$1668	48

JUSTICE DRUG  
ENFORCEMENT NY  
DEA160281

SEP 15 THRU SEP 30, 1981

FOIA # 60048 (URTS 16447) DocId: 70106516 Page 59

NARA-18-1003-A-004076

**TREASURY**  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 27,441,595  
SYMBOL 3004



**United States Treasury** <sup>15-51</sup>/<sub>000</sub>

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT. 9B  
NEW YORK, NEW YORK 10009

MONTH	DAY	YEAR
08	05	80

15110003

DOLLARS	CTS.
\$001581	84

□ JUS DRUG  
ENF NY  
DEA154280

JULY 15 THRU JULY 31, 1980

**TREASURY**  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 25,416,505  
SYMBOL 3004



**United States Treasury** <sup>15-51</sup>/<sub>000</sub>

PAY TO THE

ORDER OF TIMOTHY F. MCGRATH  
5 STUYVESANT OVAL APT. 9B  
NEW YORK, NEW YORK 10009

MONTH	DAY	YEAR
06	03	80

15110003

DOLLARS	CTS.
\$001460	16

□ JUS DRUG  
ENF NY  
DEA142280

MAY 15 THRU MAY 31, 1980



**MARK ALL PACKAGES AND PAPERS WITH CONTRACT AND/OR ORDER NUMBERS**

1. DATE OF ORDER <b>7/1/80</b>	2. CONTRACT NO. (if any)	3. ORDER NO. <b>80-41-0070</b>	PAGE 1 OF <b>2</b>
-----------------------------------	--------------------------	-----------------------------------	-----------------------

4. ISSUING OFFICE  
**Drug Enforcement Administration, 555 W. 57th St., Suite 1900, New York, N.Y. 10019**

5. ACCOUNTING AND APPROPRIATION DATA

**80A-410100-D-410100-0001-2599**

6. SHIP TO (Consignee and Address, ZIP Code) <b>Attn: Mr. P.G. Montante, Dir., Management Services ISSUING OFFICE</b>	VIA
--	-----

7. TO: CONTRACTOR (Name, Address, ZIP Code)  <b>Timothy F. McGrath 5 Stuyvesant Oval Apt. 9B New York, New York 10009</b>	8. TYPE OF ORDER <input checked="" type="checkbox"/> (a) Purchase      Reference your _____  Please furnish the following on the terms specified on both sides of this order and on the attached sheets, if any including delivery as indicated. This purchase is negotiated under authority of _____  <input type="checkbox"/> (b) Delivery      Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract
---	---

9. REQUISITION OFFICE <b>DEA - NEW YORK</b>	10. REQUISITION NO./PURCHASE AUTHORITY
--	--

11. F.O.B. POINT <b>Destination</b>	12. GOVERNMENT B/L NO.	13. DELIVERY TO F.O.B. POINT ON OR BEFORE	14. DISCOUNT TERMS
--	------------------------	---	--------------------

**15. SCHEDULE**

\*See reverse for rejections

Item No (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Unit Price (e)	Amount (f)	Quantity Accepted (g)
	<p>For the period <b>7/1/80</b> through <b>9/30/80</b>, <b>66</b> <b>day</b> provide clerical support and services on a 5-day, 8-hours per day, 40 hours per week basis Monday through Friday to DEA Long Island Task Force. In performance of these duties, you will be under the supervision of the senior local police official assigned to this Task Force, who will be responsible for assignment, review and approval of work for payment purposes. He will also be responsible for approving invoices for services rendered and for evaluation of performance for consideration for renewal of contract.</p> <p>Invoices shall be submitted on the first and fifteenth of each month for the preceeding</p>			<b>121.68</b>	<b>\$ 8030.88</b>	

16. CLASSIFICATION: <input type="checkbox"/> SMALL BUSINESS <input checked="" type="checkbox"/> OTHER THAN SMALL BUSINESS <input type="checkbox"/> MINORITY BUSINESS ENTERPRISE	15. (h) Total from continuation pages
---	---------------------------------------

SEE BILLING INSTRUCTIONS ON REVERSE	17. SHIPPING POINT	18. GROSS SHIPPING WEIGHT	19. INVOICE NO.	
-------------------------------------	--------------------	---------------------------	-----------------	--

20. MAIL INVOICE TO (include ZIP Code) <b>ISSUING OFFICE: P.G. Montante, Dir., Management Services</b>	<b>\$ 8030.88</b>
---	-------------------

21. UNITED STATES OF AMERICA BY (Signature) 	22. NAME (Typed) <b>Peter G. Montante, Dir., Man. Service</b> TITLE: CONTRACTING/ORDERING OFFICER
---	---

**ORDER FOR SUPPLIES OR SERVICES** (FORM 147-101) (GSA FPMR (41 CFR) 101-11.6) (U.S. GOVERNMENT PRINTING OFFICE: 1977 O - 360-487) DocId: 70106516 Page 61

STANDARD FORM 147 (REV. 2-77)

Prescribed by GSA FPMR (41 CFR) 1-3.605  
NARA-18-1003-A-004078

1. DATE OF ORDER <b>7/1/80</b>	2. CONTRACT NO. (if any)	3. ORDER NO. <b>80-41-0070</b>	PAGE 1 OF 2
-----------------------------------	--------------------------	-----------------------------------	-------------

4. ISSUING OFFICE  
**Drug Enforcement Administration, 555 W. 57th St., Suite 1900, New York, N.Y. 10019**

5. ACCOUNTING AND APPROPRIATION DATA  
**80A-410100-D-410100-0001-2599**

6. SHIP TO (Consignee and Address, ZIP Code) <b>Attn: Mr. P.G. Montante, Dir., Management Services ISSUING OFFICE</b>	VIA
--	-----

7. TO: CONTRACTOR (Name, Address, ZIP Code)  <b>Timothy F. McGrath 5 Stuyvesant Oval Apt. 9B New York, New York 10009</b>	8. TYPE OF ORDER <input checked="" type="checkbox"/> (a) Purchase Reference your _____  Please furnish the following on the terms specified on both sides of this order and on the attached sheets, if any including delivery as indicated. This purchase is negotiable under authority of _____  <input type="checkbox"/> (b) Delivery Except for billing instructions on the reverse, this delivery order is subject to instruction contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract
---	--

9. REQUISITION OFFICE <b>DEA - NEW YORK</b>	10. REQUISITION NO./PURCHASE AUTHORITY
--	--

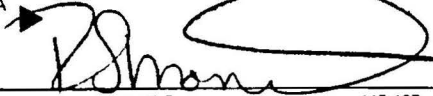
11. F.O.B. POINT <b>Destination</b>	12. GOVERNMENT B/L NO	13. DELIVERY TO F.O.B. POINT ON OR BEFORE	14. DISCOUNT TERMS
--	-----------------------	---	--------------------

15. SCHEDULE

See reverse for rejection

Item No. (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Unit Price (e)	Amount (f)	Quantity Accepted (g)
	<p>For the period 7/1/80 through 9/30/80 provide clerical support and services on a 5-day, 8-hours per day, 40 hours per week basis Monday through Friday to DEA Long Island Task Force. In performance of these duties, you will be under the supervision of the senior local police official assigned to this Task Force, who will be responsible for assignment, review and approval of work for payment purposes. He will also be responsible for approving invoices for services rendered and for evaluation of performance for consideration for renewal of contract.</p> <p>Invoices shall be submitted on the first and fifteenth of each month for the preceding</p>	66	day	121.68	\$ 8030.88	

16. CLASSIFICATION: <input type="checkbox"/> SMALL BUSINESS <input checked="" type="checkbox"/> OTHER THAN SMALL BUSINESS <input type="checkbox"/> MINORITY BUSINESS ENTERPRISE	15. (h) Total from continuation pages
17. SHIPPING POINT	15. (i) GRAND TOTAL
18. GROSS SHIPPING WEIGHT	
19. INVOICE NO.	
20. MAIL INVOICE TO (Include ZIP Code) <b>ISSUING OFFICE: P.G. Montante, Dir., Management Services</b>	<b>\$ 8030.88</b>

21. UNITED STATES OF AMERICA BY (Signature) 	22. NAME (Typed) <b>Peter G. Montante, Dir., Man. Service</b> TITLE, CONTRACTING/ORDERING OFFICER
---	---

ORDER FOR SUPPLIES OR SERVICES

147-107

STANDARD FORM 147 (REV. 2-7)  
Prescribed by GSA, FPR (41 CFR) 1-3.60



## TREASURY

FISCAL SERVICE

DIVISION OF DISBURSEMENT

WASHINGTON, D. C.

Check No. 83,637,433

SYMBOL 3004

DO NOT FOLD, SPIN, OR MUTILATE  
KNOW YOUR ENDORSEMENT - REQUIRE IDENTIFICATIONUnited States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
MONTH DAY YEAR 05 18 81 5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009  
15110003DOLLARS CTS  
\$\$\$1390 40JUS DRUG  
ENF NY  
DEA139681

MAY 1 THRU MAY 14, 1981

⑈3004⑈

⑈0000005⑈⑈8⑈ 836374330⑈

## TREASURY

FISCAL SERVICE

DIVISION OF DISBURSEMENT

WASHINGTON, D. C.

Check No. 35,061,046

SYMBOL 3004

DO NOT FOLD, SPIN, OR MUTILATE  
KNOW YOUR ENDORSEMENT - REQUIRE IDENTIFICATIONUnited States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
MONTH DAY YEAR 06 16 81 5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009  
15110003DOLLARS CTS  
\$\$\$1390 40JUS DRUG  
ENFORCEMENT NY  
DEA144881

JUNE 1 THRU JUNE 14, 1981

⑈3004⑈

⑈0000005⑈⑈8⑈ 350610469⑈

## TREASURY

FISCAL SERVICE

DIVISION OF DISBURSEMENT

WASHINGTON, D. C.

Check No. 84,696,836

SYMBOL 3004

DO NOT FOLD, SPIN, OR MUTILATE  
KNOW YOUR ENDORSEMENT - REQUIRE IDENTIFICATIONUnited States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
MONTH DAY YEAR 07 07 81 5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009  
15110003DOLLARS CTS  
\$\$\$1668 48JUS DRUG  
ENFORCEMENT NY  
DEA147581

JUNE 15 THRU JUNE 30, 1981

⑈3004⑈

⑈0000005⑈⑈8⑈ 846968364⑈

## TREASURY

FISCAL SERVICE

DIVISION OF DISBURSEMENT

WASHINGTON, D. C.

Check No. 85,212,800

SYMBOL 3004

DO NOT FOLD, SPIN, OR MUTILATE  
KNOW YOUR ENDORSEMENT - REQUIRE IDENTIFICATIONUnited States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
MONTH DAY YEAR 07 17 81 5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009  
15110003DOLLARS CTS  
\$\$\$1112 32JUS DRUG  
ENFORCEMENT NY  
DEA148881

JULY 1 THRU JULY 14, 1981

HENRY H. CASH  
REGIONAL DISBURSING OFFICER

FOIA # 60048 (URTS 16447) DocId: 70106516 Page 63

⑈0000005⑈⑈8⑈ 85212800⑈

NARA-18-1003-A-004080

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 33,049,073  
SYMBOL 3004

DO NOT FOLD, SPIN, OR MUTILATE  
KNOW YOUR ENDORSEMENT REQUIRE IDENTIFICATION



United States Treasury 15-51  
000

PAY TO THE

ORDER OF

04 03 81

15110003

TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009

DOLLARS	CTS
\$\$\$1691	20

JUS DRUG  
ENF NY  
DEA132181

MAR 15 THRU MAR 31, 1981

3004 1 0000000518 330490732

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 33,670,701  
SYMBOL 3004

DO NOT FOLD, SPIN, OR MUTILATE  
KNOW YOUR ENDORSEMENT REQUIRE IDENTIFICATION



United States Treasury 15-51  
000

PAY TO THE

ORDER OF

04 17 81

15110003

TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009

DOLLARS	CTS
\$\$\$1390	40

JUS DRUG  
ENF NY  
DEA134581

APR 1 THRU APR 14, 1981

3004 1 0000000518 336707019

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 83,008,338  
SYMBOL 3004

DO NOT FOLD, SPIN, OR MUTILATE  
KNOW YOUR ENDORSEMENT REQUIRE IDENTIFICATION



United States Treasury 15-51  
000

PAY TO THE

ORDER OF

05 05 81

15110003

TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009

DOLLARS	CTS
\$\$\$1668	48

JUS DRUG  
ENF NY  
DEA136981

APR 15 THRU APR 30, 1981

3004 1 0000000518 830083388



MARK ALL PACKAGES AND PAPERS WITH CONTRACT AND/OR ORDER NUMBER

PAGE 0001

9F-3

1. DATE OF ORDER <b>4/1/80</b>	2. CONTRACT NO. (if any)	3. ORDER NO. <b>80-41-0052</b>
4. ISSUING OFFICE <b>DRUG ENFORCEMENT ADMINISTRATION, 555 W. 57TH ST., SUITE 1900, NEW YORK, N.Y. 10019</b>		
5. ACCOUNTING AND APPROPRIATION DATA <b>80A-410100-D-410100-0001-2599</b>		

6. SHIP TO (Consignee and Address, ZIP Code) <b>ATTN: P.G. MONTANTE, DIR., MANAGEMENT SERVICES ISSUING OFFICE</b>	VIA
--	-----

7. TO: CONTRACTOR (Name, Address, ZIP Code) <b>TIMOTHY F. MC GRATH 5 STUYVESANT OVAL APT. 9B NEW YORK, NEW YORK 10009</b>	8. TYPE OF ORDER <input checked="" type="checkbox"/> (a) Purchase Reference your _____  Please furnish the following on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of _____  <input type="checkbox"/> (b) Delivery Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
--	---

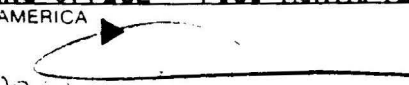
9. REQUISITION OFFICE <b>DEA - NEW YORK</b>	10. REQUISITION NO. / PURCHASE AUTHORITY
11. F.O.B. POINT <b>DESTINATION</b>	12. GOVERNMENT B/L NO.
13. DELIVERY TO F.O.B. POINT ON OR BEFORE	14. DISCOUNT TERMS

15. SCHEDULE

\*See reverse for rejections

Item No (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Unit Price (e)	Amount (f)	Quantity Accepted (g)
	<p><b>65 DAY</b></p> <p>For the period 4/1/80 through 6/30/80, provide clerical support and services on a 5-day, 8-hours per day, 40 hours per week basis Monday through Friday to DEA LONG ISLAND Task Force. In performance of these duties, you will be under the supervision of the senior local police official assigned to the Task Force, who will be responsible for assignment, review and approval of work for payment purposes. He will also be responsible for approving invoices for services rendered and for evaluation of performance for consideration of renewal of contract.</p> <p>Invoices shall be submitted on the first and fifteenth of each month for the preceeding period of time.</p>			<b>121.68</b>	<b>\$7,909.20</b>	

16. CLASSIFICATION: <input type="checkbox"/> SMALL BUSINESS <input checked="" type="checkbox"/> OTHER THAN SMALL BUSINESS <input type="checkbox"/> MINORITY BUSINESS ENTERPRISE	15. (h) Total from continuation pages
17. SHIPPING POINT	15. (i) GRAND TOTAL
18. GROSS SHIPPING WEIGHT	
19. INVOICE NO.	
20. MAIL INVOICE TO (Include ZIP Code) <b>ISSUING OFFICE - P.G. MONTANTE</b>	<b>\$7,909.20</b>

21. UNITED STATES OF AMERICA BY (Signature) 	22. NAME (Typed) <b>P.G. MONTANTE, DIR., MANAGEMENT SERVICES</b> TITLE: CONTRACTING/ORDERING OFFICER
--	--

ORDER FOR SUPPLIES OR SERVICES

147-107

FOIA # 60048 (URTS 16447) DocId: 70106516 Page 65

STANDARD FORM 147 (REV. 2-77)

Prescribed by GSA, FPR (41 CFR) 1-3.605

NARA-18-1003-A-004082

AMERICAN  
OVERSIGHT

DATE OF ORDER 2. CONTRACT NO. (if any) 80-41-0052 2 OF 3

4 ISSUING OFFICE

5 ACCOUNTING AND APPROPRIATION DATA

6 SHIP TO (Consignee and Address, ZIP Code)

VIA

7 TO CONTRACTOR (Name, Address, ZIP Code)

TIMOTHY F. MC GRATH

8. TYPE OF ORDER

☐ (a) Purchase Reference your \_\_\_\_\_

Please furnish the following on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of \_\_\_\_\_

☐ (b) Delivery Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9 REQUISITION OFFICE

10 REQUISITION NO. PURCHASE AUTHORITY

11 F.O.B. POINT

12 GOVERNMENT B/L NO.

13 DELIVERY TO F.O.B. POINT ON OR BEFORE

14 DISCOUNT TERMS

15. SCHEDULE

\*See reverse for rejections

Item No (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Unit Price (e)	Amount (f)	Quantity Accepted* (g)
	<p>The Government will furnish the following equipment:</p> <p>All office equipment and supplies required for your services.</p> <p>During the period of performance, you will be allowed three days sick leave with no accumulation authorized. Also, 160 hours annual leave will be reflected in your rate of pay. In addition, you will receive the same Federal holidays, administrative leave as that granted Federal employees working in the same facility.</p> <p>Overtime may be approved by your supervisor with concurrence of contracting officer; however, no overtime may be worked in a day</p>					

16. CLASSIFICATION: ☐ SMALL BUSINESS ☐ OTHER THAN SMALL BUSINESS ☐ MINORITY BUSINESS ENTERPRISE

15 (h) Total from continuation pages

SEE BILLING INSTRUCTIONS ON REVERSE

17 SHIPPING POINT

18 GROSS SHIPPING WEIGHT

19 INVOICE NO

20. MAIL INVOICE TO (Include ZIP Code)

15 (i) GRAND TOTAL

21 UNITED STATES OF AMERICA BY (Signature)

22. NAME (Typed)

TITLE, CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES

147-107

STANDARD FORM 147 (REV. 2-77)  
Prescribed by GSA, FPR (41 CFR) 1-3.605



4 ISSUING OFFICE

5 ACCOUNTING AND APPROPRIATION DATA

6 SHIP TO (Consignee and Address, ZIP Code)

VIA

7 TO: CONTRACTOR (Name, Address, ZIP Code)

TIMOTHY F. MC GRATH

8. TYPE OF ORDER

☐ (a) Purchase Reference your \_\_\_\_\_

Please furnish the following on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of \_\_\_\_\_

☐ (b) Delivery Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. REQUISITION  
OFFICE

10. REQUISITION NO./PURCHASE AUTHORITY

11 F.O.B. POINT

12. GOVERNMENT B/L NO.

13. DELIVERY TO F.O.B.  
POINT ON OR BEFORE

14. DISCOUNT TERMS

## 15. SCHEDULE

See reverse for rejections

Item No. (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Unit Price (e)	Amount (f)	Quantity Accepted (g)
	<p>in which you work less than 8 hours straight time that day and will not be allowed for weekends if any part of the preceeding Friday is used in annual leave. Overtime will be paid at 1 1/2 times the normal salary rate.</p> <p>This contract may be terminated upon submission by either party of two weeks notice.</p>					

16. CLASSIFICATION ☐ SMALL BUSINESS ☐ OTHER THAN SMALL BUSINESS ☐ MINORITY BUSINESS ENTERPRISE15. (h) Total  
from  
contin-  
uation  
pagesSEE  
BILLING  
INSTRUC-  
TIONS ON  
REVERSE

17 SHIPPING POINT

18. GROSS SHIPPING WEIGHT

19. INVOICE NO.

20. MAIL INVOICE TO (include ZIP Code)

15. (i)  
GRAND  
TOTAL21 UNITED STATES OF AMERICA  
BY (Signature)

22. NAME (Typed)

TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES

147-107

STANDARD FORM 147 (REV. 2-77)  
Prescribed by GSA, FPR (41 CFR) 1-3.605

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 31,752,749  
SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MCGRATH  
5 STUYVESANT OVAL APT 9B  
02 03 81 NEW YORK, NEW YORK 10009

15110003

DOLLARS	CTS
\$\$\$1651	20

JUS DRUG  
ENF NY  
DEA119881

JAN 15 THRU JAN 31, 1981

# 3004 111

00000005181 317527496

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 32,547,951  
SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
02 18 81 NEW YORK, NEW YORK 10005

15110003

DOLLARS	CTS
\$\$\$1376	00

JUS DRUG  
ENF NY  
DEA123781

FEB 1 THRU FEB 14, 1981

# 3004 111

00000005181 325479517

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 81,539,825  
SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
03 03 81 NEW YORK, NEW YORK 10009

15110003

DOLLARS	CTS
\$\$\$1376	00

JUS DRUG  
ENF NY  
DEA126581

FEB 15 THRU FEB 28, 1981

# 3004 111

00000005181 815398254

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 82,156,903  
SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
03 17 81 NEW YORK, NEW YORK 10009

15110003

DOLLARS	CTS
\$\$\$1376	00

JUS DRUG  
ENF NY  
DEA129381

FOIA # 60048 (URTS 16447) DocId: 70106516 Page 68

MAR 1 THRU MAR 14, 1981

NARA-18-1003-A-004085

AMERICAN  
OVERSIGHT



TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 71,149,768  
SYMBOL 3004

United States Treasury <sup>15-51</sup>/<sub>000</sub>



PAY TO THE

ORDER OF

MONTH	DAY	YEAR
01	07	80

15110003

TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009

DOLLARS	CTS
\$1338	48


□ JUS DRUG  
ENF NY  
DEA113580

DEC 15 THRU DEC 31, 1979

*Henry H. Esder*  
TREASURER

3004 11 0000005181 711497688

**MARK ALL PACKAGES AND PAPERS WITH CONTRACT AND/OR ORDER NUMBERS**

1 DATE OF ORDER <b>1/1/80</b>		2 CONTRACT NO (if any)		3 ORDER NO <b>80-41-0029</b>		PAGE 1 OF 2	
4 ISSUING OFFICE <b>Drug Enforcement Administration, 555 W. 57th St., Suite 1900, New York, N.Y. 10019</b>							
5 ACCOUNTING AND APPROPRIATION DATA <b>80A-410100-D-410100-0001-2599</b>							
6 SHIP TO (Consignee and Address, ZIP Code) <b>Drug Enforcement Administration Attn: P.G. Montante 555 W. 57th St., New York, N.Y. 10019</b>						VIA	
7 TO CONTRACTOR (Name, Address, ZIP Code)  <b>Timothy F. McGrath 5 Stuyvesant Oval Apt- 9B New York, New York 10009</b>						8 TYPE OF ORDER <input checked="" type="checkbox"/> (a) Purchase      Reference your _____	
						Please furnish the following on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of _____	
						<input type="checkbox"/> (b) Delivery      Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9 REQUISITION OFFICE <b>DEA - NEW YORK</b>						10 REQUISITION NO PURCHASE AUTHORITY	
11 F.O.B. POINT <b>Destination</b>				12 GOVERNMENT B/L NO		13 DELIVERY TO F.O.B. POINT ON OR BEFORE <b>See below</b>	
14 DISCOUNT TERMS							
15. SCHEDULE <span style="float:right">*See reverse for rejections</span>							
Item No. (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Unit Price (e)	Amount (f)	Quantity Accepted (g)	
	For the period 1/1/80 through 3/31/80, provide clerical support and services on a 5-day, 8-hours per day, 40 hours per week basis Monday through Friday to DEA Long Island Task Force. In performance of these duties, you will be under the supervision of the senior local police official assigned to the Task Force, who will be responsible for assignment, review and approval of work for payment purposes. He will also be responsible for approving invoices for services rendered and for evaluation of performance for consideration of renewal of contract.  Invoices shall be submitted on the first and fifteenth of each month for the preceeding period of time.	65	day	121.68	\$7,909.20		
16. CLASSIFICATION <input type="checkbox"/> SMALL BUSINESS <input checked="" type="checkbox"/> OTHER THAN SMALL BUSINESS <input type="checkbox"/> MINORITY BUSINESS ENTERPRISE						15 (h) Total from continuation pages	
SEE BILLING INSTRUCTIONS ON REVERSE	17 SHIPPING POINT	18 GROSS SHIPPING WEIGHT	19 INVOICE NO				
	20 MAIL INVOICE TO (include ZIP Code) <b>ISSUING OFFICE Attn: Mr. T. McGrath Fiscal Officer</b>				<b>\$7,909.20</b>	15 (i) <b>GRAND TOTAL</b>	
21 UNITED STATES OF AMERICA BY (Signature) 			22 NAME (Typed) <b>P.G. Montante, Dir./Man. Services</b> TITLE CONTRACTING ORDERING OFFICER				

**ORDER FOR SUPPLIES OR SERVICES (TS 16447) DocId: 70106516 Page 70**

STANDARD FORM 147 (REV. 2-77)  
Prescribed by GSA FPMR (41 CFR) 1-3.605  
**NARA-18-1003-A-004087**



ORDER FOR SUPPLIES OR SERVICES		MARK ALL PACKAGES AND PAPERS WITH ORDER AND/OR CONTRACT NUMBERS ✓			PAGE NO.	
SCHEDULE—CONTINUATION		DATE OF ORDER	CONTRACT NO. (If any)	ORDER NO.		
		1/1/80		80-41-0029	2	
ITEM NO.	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
	<p>Invoices shall be submitted on the first and fifteenth of each month for the preceeding</p> <p>The Government will furnish the following equipment:</p> <p>All office equipment and supplies required for your services.</p> <p>During the period of performance, you will be allowed three days sick leave with no accumulation authorized. Also, <del>twenty-six</del> 160 Hrs. hours annual leave will be reflected in your rate of pay. In addition, you will receive the same Federal holidays/administrative leave as that granted Federal employees working in the same facility.</p> <p>Overtime may be approved by your supervisor with concurrence of contracting officer; however, no overtime may be worked in a day in which you work less than 8 hours straight time that day and will not be allowed for weekends if any part of the preceeding Friday is used in annual leave. Overtime will be paid at 1 1/2 times the normal salary rate.</p> <p>This contract may be terminated upon submission by either party of two weeks notice.</p>					
TOTAL CARRIED FORWARD TO 1st PAGE →						

MARK ALL PACKAGES AND PAPERS WITH CONTRACT AND/OR ORDER NUMBERS

1. DATE OF ORDER <b>October 1, 1979</b>	2. CONTRACT NO. (if any)	3. ORDER NO. <b>80-41-0001</b>	PAGE 1 OF <b>2</b>
--	--------------------------	-----------------------------------	-----------------------

4. ISSUING OFFICE  
**Drug Enforcement Administration, 555 W. 57th St., Suite 1900, New York, N.Y. 10019**

5. ACCOUNTING AND APPROPRIATION DATA  
**80A-410100-D-410100-0001-2599**

6. SHIP TO (Consignee and Address, ZIP Code) <b>Drug Enforcement Administration 555 W. 57th St., Suite 1900, New York, N.Y. 10019</b>	VIA
--	-----

7. TO: CONTRACTOR (Name, Address, ZIP Code)  <b>Timothy F. McGrath 5 Stuyvesant Oval Apt. 9B New York, New York 10009</b>	8. TYPE OF ORDER <input checked="" type="checkbox"/> (a) Purchase Reference your _____  Please furnish the following on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of _____  <input type="checkbox"/> (b) Delivery Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
---	---

9. REQUISITION OFFICE <b>DEA - NEW YORK</b>	10. REQUISITION NO. PURCHASE AUTHORITY
11. F.O.B. POINT <b>Destination</b>	12. GOVERNMENT B.L. NO.
13. DELIVERY TO F.O.B. POINT ON OR BEFORE	14. DISCOUNT TERMS

15. SCHEDULE							See reverse for rejections
Item No. (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Unit Price (e)	Amount (f)	Quantity Accepted (g)	
	<p>For the period 10/1 through 12/31/79 , 66 day provide clerical support and services on a 5-day, 3-hours per day, 40 hours per week basis Monday through Friday to Long Island Task Force. In performance of these duties, you will be under the supervision of the senior local police official assigned to the Task Force, who will be responsible for assignment, review and approval of work for payment purposes. He will also be responsible for approving invoices for services rendered and for evaluation of performance for consideration of renewal of contract.</p> <p>Invoices shall be submitted on the first and fifteenth of each month for the preceeding period of time.</p>			121.68	\$8,030.88		

16. CLASSIFICATION: <input type="checkbox"/> SMALL BUSINESS <input checked="" type="checkbox"/> OTHER THAN SMALL BUSINESS <input type="checkbox"/> MINORITY BUSINESS ENTERPRISE	15. (h) Total from continuation pages
17. SHIPPING POINT 18. GROSS SHIPPING WEIGHT 19. INVOICE NO.	15. (i) GRAND TOTAL
20. MAIL INVOICE TO (Include ZIP Code) <b>Peter G. Montante, Director, Management Services</b>	

21. UNITED STATES OF AMERICA BY (Signature) 	22. NAME (Typed) <b>P.G. Montante, Dir. Management Service</b>
---	---

ORDER FOR SUPPLIES OR SERVICES

147-107

STANDARD FORM 147 (REV. 2-77)  
Prescribed by GSA, FPR (41 CFR) 1-3.605



SCHEDULE—CONTINUATION

DATE OF ORDER

10/1/79

CONTRACT NO. (If any)

80-41-0001

ORDER NO.

80-41-0001

ITEM NO.	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
	<p>The Government will furnish the following equipment:</p> <p>All office equipment and supplies required for your services.</p> <p>During the period of performance, you will be allowed three days sick leave with no accumulation authorized. Also, forty hours annual leave will be reflected in your rate of pay. In addition, you will receive the same Federal holidays, administrative leave as that granted Federal employees working in the same facility.</p> <p>Overtime may be approved by your supervisor with concurrence of contracting officer; however, no overtime may be worked in a day in which you work less than 8 hours straight time that day and will not be allowed for weekends if any part of the preceding Friday is used in annual leave. Overtime will be paid at 1 1/2 times the normal salary rate.</p> <p>This contract may be terminated upon submission by either party of two weeks notice.</p>					

TOTAL CARRIED FORWARD TO 1st PAGE →

MARK ALL PACKAGES AND PAPERS WITH CONTRACT AND/OR ORDER NUMBERS

1 DATE OF ORDER <b>JULY 1, 1979</b>	2 CONTRACT NO. (if any)	3 ORDER NO. <b>79-41-0057</b>	PAGE 1 OF <b>2</b>
--	-------------------------	----------------------------------	-----------------------

4 ISSUING OFFICE <b>DRUG ENFORCEMENT ADMINISTRATION, 555 W. 57TH ST., SUITE 1900, NEW YORK, N.Y. 10019</b>
5 ACCOUNTING AND APPROPRIATION DATA <b>79A-410100-D-410100-0008-2599</b>

6 SHIP TO (Consignee and Address, ZIP Code) <b>DRUG ENFORCEMENT ADMINISTRATION, 555 W. 57TH ST. NEW YORK, NEW YORK 10019 ATTN: P.G. MONTANTE</b>	VIA
---	-----

7 TO CONTRACTOR (Name, Address, ZIP Code)  <b>TIMOTHY F. MC GRATH 5 STUYVESANT OVAL APT. 9B NEW YORK, NEW YORK 10009</b>	8 TYPE OF ORDER <input checked="" type="checkbox"/> (a) Purchase Reference your _____  Please furnish the following on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of _____  <input type="checkbox"/> (b) Delivery Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract
--	---


9 REQUISITION OFFICE <b>DEA - NEW YORK</b>	10 REQUISITION NO. PURCHASE AUTHORITY
---	---------------------------------------

11 F.O.B. POINT <b>DESTINATION</b>	12 GOVERNMENT B.L. NO.	13 DELIVERY TO F.O.B. POINT ON OR BEFORE <b>SEE BELOW</b>	14 DISCOUNT TERMS
---------------------------------------	------------------------	--	-------------------

15. SCHEDULE \*See reverse for rejections

Item No. (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Unit Price (e)	Amount (f)	Quantity Accepted (g)
PR	FOR THE PERIOD 7/1/79 THROUGH 9/30/79, PROVIDE CLERICAL SUPPORT AND SERVICES ON 1 5-DAY, 8-HOURS PER DAY, 40 HRS. PER WEEK BASIS MONDAY THROUGH FRIDAY TO DEA NEW YORK TASK FORCE. IN PERFORMANCE OF THESE DUTIES, YOU WILL BE UNDER THE SUPERVISION OF THE SENIOR LOCAL POLICE OFFICIAL ASSIGNED TO THE TASK FORCE, WHO WILL BE RESPONSIBLE FOR ASSIGNMENT, REVIEW AND APPROVAL OF WORK FOR PAYMENT PURPOSES. HE WILL BE RESPONSIBLE FOR APPROVING INVOICES FOR SERVICES RENDERED AND FOR EVALUATION OF PERFORMANCE FOR CONSIDERATION OF RENEWAL OF CONTRACT.  INVOICES SHALL BE SUBMITTED ON THE FIRST AND FIFTEENTH OF EACH MONTH FOR THE PRECEDING PERIOD OF TIME.	65	DAY	113.84	\$7,399.60	

16 CLASSIFICATION: <input type="checkbox"/> SMALL BUSINESS <input checked="" type="checkbox"/> OTHER THAN SMALL BUSINESS <input type="checkbox"/> MINORITY BUSINESS ENTERPRISE	15 (h) Total from continuation pages
--	--------------------------------------

17 SHIPPING POINT	18 GROSS SHIPPING WEIGHT	19 INVOICE NO.	15 (i) GRAND TOTAL
20 MAIL INVOICE TO (include ZIP Code) <b>DRUG ENFORCEMENT ADMINISTRATION PETER G. MONTANTE, DIR/MANAGEMENT SERVICES</b>			
21 UNITED STATES OF AMERICA BY Signature 			22 NAME (Typed) <b>PETER G. MONTANTE, DIR./MAN. SERVICES</b> TITLE: CONTRACTING/ORDERING OFFICER

21 UNITED STATES OF AMERICA BY Signature 	22 NAME (Typed) <b>PETER G. MONTANTE, DIR./MAN. SERVICES</b> TITLE: CONTRACTING/ORDERING OFFICER
---	--



## ORDER FOR SUPPLIES OR SERVICES

MARK ALL PACKAGES AND PAPERS WITH ORDER AND/OR CONTRACT NUMBERS ↓

PAGE NO.

2

## SCHEDULE—CONTINUATION

DATE OF ORDER

CONTRACT NO. (If any)

ORDER NO.

JULY 1, 1979

ITEM NO.	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
	<p>THE GOVERNMENT WILL FURNISH THE FOLLOWING EQUIPMENT:</p> <p>ALL OFFICE EQUIPMENT AND SUPPLIES REQUIRED FOR YOUR SERVICES.</p> <p>DURING THE PERIOD OF PERFORMANCE, YOU WILL BE ALLOWED 3 DAYS SICK LEAVE WITH NO ACCUMULATION AUTHORIZED. ALSO, HOURS ANNUAL LEAVE WILL BE REFLECTED IN YOUR RATE OF PAY. IN ADDITION, YOU WILL RECEIVE THE SAME FEDERAL HOLIDAYS, ADMINISTRATIVE LEAVE AS THAT GRANTED FEDERAL EMPLOYEES WORKING IN THE SAME FACILITY.</p> <p>OVERTIME MAY BE APPROVED BY YOUR SUPERVISOR WITH CONCURRENCE OF CONTRACTING OFFICER; HOWEVER, NO OVERTIME MAY BE WORKED IN A DAY IN WHICH YOU WORK LESS THAN 8 HOURS STRIGHT TIME THAT DAY AND WILL NOT BE ALLOWED FOR WEEKENDS IF ANY PART OF THE PRECEEDING FRIDAY IS USED IN ANNUAL LEAVE. OVERTIME WILL BE PAID AT 1 1/2 TIMES THE NORMAL SALARY RATE.</p> <p>THIS CONTRACT MAY BE TERMINATED UPON SUBMISSION BY EITHER PARTY OF TWO WEEKS NOTICE.</p>					

TOTAL CARRIED FORWARD TO 1st PAGE →

MARK ALL PACKAGES AND PAPERS WITH CONTRACT AND/OR ORDER NUMBERS

1 DATE OF ORDER <b>MAY 30, 1979</b>	2 CONTRACT NO. (if any)	3 ORDER NO <b>79-41-0054</b>	PAGE 1 OF <b>2</b>
--	-------------------------	---------------------------------	-----------------------

4 ISSUING OFFICE  
**DRUG ENFORCEMENT ADMINISTRATION, 555 W. 57TH ST., SUITE 1900, NEW YORK, N.Y. 10019**

5 ACCOUNTING AND APPROPRIATION DATA

**79A-410100-D-410100-0008-2599**

6 SHIP TO (Consignee and Address, ZIP Code) <b>DRUG ENFORCEMENT ADMINISTRATION, 555 W. 57TH ST., NEW YORK, NEW YORK 10019 ATTN: P.G. MONTANTE</b>	VIA
--	-----

7 TO CONTRACTOR (Name, Address, ZIP Code)  <b>TIMOTHY F. MC GRATH 5 STUYVESANT OVAL APT. 9B NEW YORK, NEW YORK 10009</b>	8 TYPE OF ORDER <input checked="" type="checkbox"/> (a) Purchase Reference your _____  Please furnish the following on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of _____  <input type="checkbox"/> (b) Delivery Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract
--	---

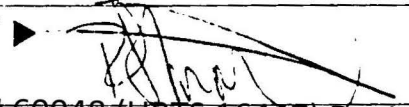
9 REQUISITION OFFICE <b>DEA-NEW YORK</b>	10 REQUISITION NO PURCHASE AUTHORITY
11 F.O.B. POINT <b>DESTINATION</b>	12 GOVERNMENT B-L NO
13 DELIVERY TO F.O.B. POINT ON OR BEFORE <b>SEE BELOW</b>	14 DISCOUNT TERMS

15. SCHEDULE

\*See reverse for rejections

Item No (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Unit Price (e)	Amount (f)	Quantity Accepted (g)
	FOR THE PERIOD, JUNE 1 THROUGH JUNE 30, 1979, PROVIDE CLERICAL SUPPORT AND SERVICES ON A 5-DAY, 8-HOURS PER DAY, 40 HRS. PER WEEK BASIS MONDAY THROUGH FRIDAY TO DEA NEW YORK TASK FORCE. IN PERFORMANCE OF THESE DUTIES, YOU WILL BE UNDER THE SUPERVISION OF THE SENIOR LOCAL POLICE OFFICIAL ASSIGNED TO THE TASK FORCE WHO WILL BE RESPONSIBLE FOR ASSIGNMENT, REVIEW AND APPROVAL OF WORK FOR PAYMENT PURPOSES. HE WILL ALSO BE RESPONSIBLE FOR APPROVING INVOICES FOR SERVICES RENDERED AND FOR EVALUATION OF PERFORMANCE FOR CONSIDERATION OF RENEWAL OF CONTRACT.  INVOICES SHALL BE SUBMITTED ON THE FIRST AND FIFTEENTH OF EACH MONTH FOR THE PRECEEDING PERIOD OF TIME.	21	DAY	113.84	\$2,390.64	

16. CLASSIFICATION	<input type="checkbox"/> SMALL BUSINESS	<input checked="" type="checkbox"/> OTHER THAN SMALL BUSINESS	<input type="checkbox"/> MINORITY BUSINESS ENTERPRISE	15 (h) Total from continuation pages
SEE BILLING INSTRUCTIONS ON REVERSE	17 SHIPPING POINT	18 GROSS SHIPPING WEIGHT	19 INVOICE NO	
	20. MAIL INVOICE TO (include ZIP Code) <b>ISSUING OFFICE ATTN: PETER G. MONTANTE, DIR./MAN. SERVICES</b>			15 (i) GRAND TOTAL <b>\$2,390.64</b>

21 UNITED STATES OF AMERICA BY (Signature) 	22 NAME (Typed)  <b>PETER G. MONTANTE</b>
---	---

TITLE CONTRACTING ORDERING OFFICER



## ORDER FOR SUPPLIES OR SERVICES

MARK ALL PACKAGES AND PAPERS WITH ORDER AND/OR  
CONTRACT NUMBERS ↓

PAGE NO.

2

## SCHEDULE—CONTINUATION

DATE OF ORDER  
5/30/79

CONTRACT NO. (if any)

ORDER NO.

79-41-0054

ITEM NO.	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
	<p>THE GOVERNMENT WILL FURNISH THE FOLLOWING EQUIPMENT:</p> <p>ALL OFFICE EQUIPMENT AND SUPPLIES REQUIRED FOR YOUR SERVICES.</p> <p>DURING THE PERIOD OF PERFORMANCE, YOU WILL BE ALLOWED 1 DAY SICK LEAVE WITH NO ACCUMULATION AUTHORIZED. ALSO, 13 HRS. ANNUAL LEAVE WILL BE REFLECTED IN YOUR RATE OF PAY. IN ADDITION, YOU WILL RECEIVE THE SAME FEDERAL HOLIDAYS, ADMINISTRATIVE LEAVE AS THAT GRANTED FEDERAL EMPLOYEES WORKING IN THE SAME FACILITY.</p> <p>OVERTIME MAY BE APPROVED BY YOUR SUPERVISOR WITH CONCURRENCE OF CONTRACTING OFFICER; HOWEVER, NO OVERTIME MAY BE WORKED IN A DAY IN WHICH YOU WORK LESS THAN 8 HRS. STRAIGHT TIME THAT DAY AND WILL NOT BE ALLOWED FOR WEEKENDS IF ANY PART OF THE PRECEEDING PERIOD (FRIDAY) IS USED IN ANNUAL LEAVE. OVERTIME WILL BE PAID AT 1 1/2 TIMES THE NORMAL SALARY RATE.</p> <p>THIS CONTRACT MAY BE TERMINATED UPON SUBMISSION BY EITHER PARTY OF TWO WEEKS NOTICE.</p>					

TOTAL CARRIED FORWARD TO 1st PAGE →

MARK ALL PACKAGES AND PAPERS WITH CONTRACT AND/OR ORDER NUMBERS

DATE OF ORDER <b>4/30/79</b>	2 CONTRACT NO. (if any)	3 ORDER NO <b>79-41-0033 AMEND I</b>	PAGE 1 OF <b>1</b>
---------------------------------	-------------------------	---	-----------------------

4 ISSUING OFFICE  
**DRUG ENFORCEMENT ADMINISTRATION, 555 W. 57TH ST., SUITE 1900, NEW YORK, NEW YORK 10019**

5 ACCOUNTING AND APPROPRIATION DATA

**79A-410100-D-410100-0008-2599**

6 SHIP TO (Consignee and Address, ZIP Code) <b>DRUG ENFORCEMENT ADMINISTRATION, 555 W. 57TH ST., NEW YORK, NEW YORK 10019 ATTN: P.G. MONTANTE</b>	VIA
--	-----

7 TO CONTRACTOR (Name, Address, ZIP Code)  <b>TIMOTHY F. MC GRATH 5 STUYVESANT OVAL APT. 9B NEW YORK, NEW YORK 10009</b>	8 TYPE OF ORDER <input type="checkbox"/> (a) Purchase Reference your _____  Please furnish the following on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of _____  <input type="checkbox"/> (b) Delivery Except for billing instructions on the reverse this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
--	--

9 REQUISITION OFFICE <b>DEA - NEW YORK</b>	10 REQUISITION NO PURCHASE AUTHORITY
---	--------------------------------------

11 F.O.B. POINT <b>DESTINATION</b>	12 GOVERNMENT B L NO	13 DELIVERY TO F.O.B. POINT ON OR BEFORE <b>SEE BELOW</b>	14 DISCOUNT TERMS
---------------------------------------	----------------------	--	-------------------

15. SCHEDULE

\*See reverse for rejections

Item No (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Unit Price (e)	Amount (f)	Quantity Accepted (g)
	<p>THIS AMENDMENT IS ISSUED TO DECREASE THE PERIOD OF TIME FROM 2/1/79 THROUGH 9/30/79 TO BE FROM 2/1/79 THORUGH 5/31/79.</p> <p>724 HRS. (90 1/2 DAYS) TO 688 HRS. (86 DAYS) SICK DAYS FROM 8 TO 4.</p> <p>ALSO TO REDUCE THE ORIGINAL AMOUNT OF THE PURCHASE ORDER FROM \$9,991.20 TO \$9,494.40.</p> <p>AMOUNT BASED ON ORIGINAL ORDER \$9,991.20 AMOUNT BASED ON AMEND I 9,494.40 NET DECREASE 496.80 REVISED GRAND TOTAL 9,494.40</p>					

16. CLASSIFICATION	<input type="checkbox"/> SMALL BUSINESS	<input checked="" type="checkbox"/> OTHER THAN SMALL BUSINESS	<input type="checkbox"/> MINORITY BUSINESS ENTERPRISE	15 (ii) Total from continuation pages
--------------------	---	---	---	---------------------------------------

SEE BILLING INSTRUCTIONS ON REVERSE	17 SHIPPING POINT	18 GROSS SHIPPING WEIGHT	19 INVOICE NO	15 (iii) GRAND TOTAL
-------------------------------------	-------------------	--------------------------	---------------	----------------------

20 MAIL INVOICE TO (include ZIP Code)	ISSUING OFFICE	REVISED <b>\$9,494.40</b>	15 (iii) GRAND TOTAL
---------------------------------------	----------------	------------------------------	----------------------

21 UNITED STATES OF AMERICA BY (Signature) 	22 NAME + Title <b>PETER G. MONTANTE, DIR/MAN. SERVICES</b> TITLE: CONTRACTING/ORDERING OFFICER
--	---



TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 15,719,412  
SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
MONTH DAY YEAR 04 24 79 5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009  
15110003

DOLLARS	CTS.
\$001104	00

JUS DRUG  
ENF NY  
DEA139979

Henry H. Eades  
REGIONAL DISBURSING OFFICER

APR 1 THRU APR 14, 1979

3004 1 000000 5181 157194125

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 64,501,052  
SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
MONTH DAY YEAR 03 21 79 5 STUYVESANT OVAL APT. 9B  
NEW ORK, NEW YORK 10009  
15110003

DOLLARS	CTS.
\$***993	60

JUS DRUG  
ENF NY  
DEA132679

Henry H. Eades  
REGIONAL DISBURSING OFFICER

MAR 1 THRU MAR 14, 1979

3004 1 000000 0051 645010520

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 63,863,695  
SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
MONTH DAY YEAR 03 09 79 5 STUYVESANT OVAL APT. 9B  
NEW YORK, NEW YORK 10009  
15110003

DOLLARS	CTS.
\$001104	00

JUS DRUG  
ENF NY  
DEA130579

Henry H. Eades  
REGIONAL DISBURSING OFFICER

FOIA # 60048 (UPTS 16447) Date 70106516

NARA-18-1003-A-004096

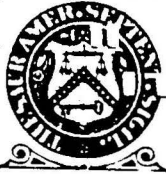
## TREASURY

FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 16,090,915

SYMBOL 3004

United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT. 98  
NEW YORK, NEW YORK 10009MONTH DAY YEAR  
06 06 79

15110009

DOLLARS	CTS.
\$001311	00

JUS DRUG  
ENF NY  
DEA150879

MAY 15 THRU MAY 31, 1979

  
REGIONAL DISBURSING OFFICER

3004 11

1:00000005181: 16090915511

## TREASURY

FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 65,991,246

SYMBOL 3004

United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 98  
NEW YORK, NEW YORK 10009MONTH DAY YEAR  
05 22 79

15110003

DOLLARS	CTS.
\$000317	40

JUS DRUG  
ENF NY  
DEA147679

MAY 1 THRU MAY 14, 1979

  
REGIONAL DISBURSING OFFICER

3004 11

1:00000005181: 65991246211

## TREASURY

FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 65,345,341

SYMBOL 3004

United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 98  
NEW YORK, NEW YORK 10009MONTH DAY YEAR  
05 08 79

15110003

DOLLARS	CTS.
\$001214	40

JUS DRUG  
ENF NY  
DEA142879FOIA # 60048 (URTS 16447) DocId: 70106516 Page 80  
MAY 15 THRU APRIL 30, 1979
  
REGIONAL DISBURSING OFFICER

NARA-18-1003-A-06 097

AMERICAN  
OVERSIGHT



**TREASURY**  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 67,591,336  
SYMBOL 3004



**United States Treasury** 15-51  
000

PAY TO THE

ORDER OF

MONTH DAY YEAR  
07 20 79

15110003

TIMOTHY F. MC GRATH  
5 STUY SANT OVAL APT. 9B  
NEW YORK, NEW YORK 10009

DOLLARS	CTS.
\$67,591.33	60

□ JUS DRUG  
ENF NY  
DEA157879

*Henry H. Eades*  
REGIONAL DISBURSING OFFICER

JULY 1 THRU JULY 14, 1979

3004 11 0000000518 67591336

**TREASURY**  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 66,957,248  
SYMBOL 3004



**United States Treasury** 15-51  
000

PAY TO THE

ORDER OF

MONTH DAY YEAR  
07 06 79

15110003

TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT. 9B  
NEW YORK, NEW YORK 10009

DOLLARS	CTS.
\$66,957.24	80

□ JUS DRUG  
ENF NY  
DEA156579

*Henry H. Eades*  
REGIONAL DISBURSING OFFICER

JUNE 15 THRU JUNE 30, 1979

3004 11 0000000518 66957248

**TREASURY**  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 16,686,370  
SYMBOL 3004



**United States Treasury** 15-51  
000

PAY TO THE

ORDER OF

MONTH DAY YEAR  
06 19 79

15110003

TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT. 9B  
NEW YORK, NEW YORK 10009

DOLLARS	CTS.
\$16,686.37	00

□ JUS DRUG  
ENF NY  
DEA153879

*Henry H. Eades*  
REGIONAL DISBURSING OFFICER

FOIA b6 b7C b7D 16686370106516 Page 81

NARA-18-1003-A-004098

3004 11 0000000518 166863708

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 68,410,396

SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF

MONTH DAY YEAR  
09 10 79

15110003

TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT. 9B  
NEW YORK, NEW YORK 10009

DOLLARS	CTS.
\$**1479	92

□ JUS DRUG  
ENF NY  
DEA166279

AUG 15 THRU AUG 31, 1979

3004 1 0000000518 68410396

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 18,724,071

SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF

MONTH DAY YEAR  
08 21 79

15110003

TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT. 9B  
NEW YORK, NEW YORK 10009

DOLLARS	CTS.
\$**1138	40

□ JUS DRUG  
ENF NY  
DEA162879

AUG 1 THRU AUG 14, 1979

3004 1 0000000518 187240713

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 17,913,189

SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF

MONTH DAY YEAR  
08 07 79

15110003

TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT. 9B  
NEW YORK, NEW YORK 10009

DOLLARS	CTS.
\$**1366	08

□ JUS DRUG  
ENF NY  
DEA161779

FOIA b6 b7C (1) (U) 10473 DocId:370106516

NARA-18-1003-A-004099

3004 1 0000000518 179131898



TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 20,186,617

SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT. 9B  
NEW YORK, NEW YORK 10009

MONTH DAY YEAR  
10 18 79

15110003

DOLLARS	CTS.
\$\$\$1216	80

□ JUS DRUG  
ENF NY  
DEA11580

OCT 1 THRU OCT 14, 1979

Henry H. Eades

3004 1

00000005181 201866170

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 19,412,908

SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT. 9B  
NEW YORK, NEW YORK 10009

MONTH DAY YEAR  
20 04 79

15110003

DOLLARS	CTS.
\$\$\$1138	40

□ JUS DRUG  
ENF NY  
DEA1380

SEPT. 15 THRU SEPT. 30, 1979

Henry H. Eades

3004 1

00000005181 194129089

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 69,023,364

SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT. 9B  
NEW YORK, NEW YORK 10009

MONTH DAY YEAR  
09 20 79

15110003

DOLLARS	CTS.
\$\$\$1138	40

□ JUS DRUG  
ENF NY  
DEA168479

FOIA #560048 (UR 81-61497) DocId: 70706516 Page 83  
NARA-18-1003-A-004100

Henry H. Eades

3004 1

00000005181 690233643

FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 69,505,581  
SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF

MONTH DAY YEAR  
11 06 79

TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009

15110003

DOLLARS CTS  
\$\$\$190184

JUS CRUG  
ENF NY  
DEA145R0

OCT 15 THRU OCT 31, 1979

3004 1

00000005181 6950595181

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 70,161,213  
SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF

MONTH DAY YEAR  
11 20 79

TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009

15110003

DOLLARS CTS  
\$\$\$1216 80

JUS CRUG  
ENF NY  
DEA16380

NOV 1 THRU NOV 14, 1979

3004 1

00000005181 701612131

TREASURY  
FISCAL SERVICE  
DIVISION OF  
DISBURSEMENT

WASHINGTON, D. C.

Check No. 21,246,637  
SYMBOL 3004



United States Treasury 15-51  
000

PAY TO THE

ORDER OF

MONTH DAY YEAR  
12 07 79

TIMOTHY F. MC GRATH  
5 STUYVESANT OVAL APT 9B  
NEW YORK, NEW YORK 10009

15110003

DOLLARS CTS  
\$\$\$486 72

JUS CRUG  
ENF NY  
DEA194R0

NOV 15 THRU NOV 30, 1979

3004 1

FOIA # 60048 (U) 18447 DocId: 70106516 Page 84

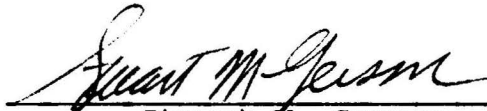
NARA-18-1003-A-004101



CERTIFICATION OF CREDITABILITY

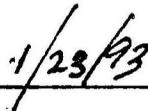
I, Stuart M. Gerson, Acting Attorney General of the United States, have reviewed the records related to the claimed personal service contract service of Timothy F. McGrath from January 1, 1978 to June 9, 1984 and conclude that the U.S. Department of Justice intended that Timothy F. McGrath be considered as having been appointed to a position in which he would have been subject to subchapter III of chapter 83 of title 5, United States Code, and that the service is not excluded from retirement credit under the provisions of 5 CFR 831.309(b)(2) and 5 CFR 842.309(b)(2).

Signature: \_\_\_\_\_



Stuart M. Gerson  
Acting Attorney General

Date: \_\_\_\_\_



DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: KROON, CAROLYN M., FEDERALLY EMPLOYED WOMEN, WASHINGTON, DC  
To: AG. ODD: 11-25-92  
Date Received: 11-12-92 Date Due: 11-25-92 Control #: X92111316417  
Subject & Date

11-10-92 LETTER ADVISING THAT FEDERALLY EMPLOYED WOMEN,  
INC. (FEW) IS CONDUCTING A SURVEY OF 29 OF THE LARGEST  
FEDERAL DEPARTMENTS AND AGENCIES TO EXAMINE THE POLICIES  
WHICH ACCOMMODATE PERSONAL AND FAMILY MEDICAL EMERGENCIES.  
THEY ARE PARTICULARLY INTERESTED IN COLLECTING INFORMATION  
ON FAMILY AND MEDICAL LEAVE, THE VOLUNTARY LEAVE BANK, AND  
THE VOLUNTARY LEAVE TRANSFER PROGRAM. REQUESTS THAT THE  
ENCLOSED QUESTIONNAIRE BE COMPLETED AND RETURNED TO THEM \*\*

	Referred To:	Date:	Referred To:	Date:	
(1)	JMD;FLICKINGER	11-13-92	(5)		W/IN:
(2)			(6)		
(3)			(7)		PRTY:
(4)			(8)		1Z
	INTERIM BY:		DATE:		OPR:
	Sig. For: JMD		Date Released: 12-21-92		MAU

Remarks

\*\* BY NOVEMBER 25, 1992.

INFO CC: OAG.

(1) FOR APPROPRIATE HANDLING, WITH ORIGINAL ENCLOSURE.

ADVISE EXEC. SEC. OF ACTION TAKEN.

12-21-92 JMD REPLIED BY LETTER DATED 12-18-92. (TJ)

Other Remarks:

OLA CONTACT:

FILE: PERSONNEL/GENERAL  
J921113 4562

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*

C/o 10 NOVEMBER 92





U.S. Department of Justice

DEC 18 1992

Washington, D.C. 20530

Carolyn M. Kroon  
National President  
Federally Employed Women  
1400 Eye Street, N.W.  
Suite 425  
Washington, D.C. 20005-2252

Dear Ms. Kroon:

Your recent letter addressed to Attorney General William P. Barr, in which you requested that the Department complete the enclosed survey on policies accommodating personal and family medical leave was referred to me for reply. We regret that we were unable to meet the suggested November 25 deadline and appreciate the three-week extension offered by Lynn Eppard, Legislative Director.

We have attempted to provide a thorough response to the survey. However, some of the data being sought by Federally Employed Women is not captured in the same format by our automated records systems. We made adjustments where we could in order to provide the maximum data possible.

The Department recognizes the challenges facing employees in balancing the competing demands of work and family in today's complex environment. In the spirit of its commitment, the Department encourages managers to become familiar with worklife options and to seek out situations in which worklife alternatives can be implemented.

We have enclosed for your information a copy of the recently issued Manager's Guide to Human Resource Management. The Guide serves as a comprehensive desk reference for supervisors and managers and offers practical assistance in helping employees balance the competing demands of work and family while enhancing the efficiency of agency operations.

We hope that this information will provide you with a more complete understanding of the worklife policies we have adopted, beyond personal and family leave, to provide greater support and assistance to Department employees. If you have any questions or

Carolyn M. Kroon

2

would like additional information, you may direct your inquiries to Vivian Jarcho of the Justice Management Division Personnel Staff. Ms. Jarcho may be reached on 202-514-6397.

Sincerely,



Harry H. Flickinger  
Assistant Attorney General  
for Administration

Enclosures



**UNITED STATES DEPARTMENT OF JUSTICE  
OFFICIAL FILE COPY**

NOV 6 1992

Ms. Barbara L. Fiss  
Assistant Director for Compensation Policy  
Personnel Systems and Oversight Group  
Office of Personnel Management  
1900 E Street, N.W.  
Washington, D.C. 20415

Dear Ms. Fiss:

In response to the memorandum from the Associate Director for Personnel Systems and Oversight, Office of Personnel Management, dated September 30, 1992, enclosed is the Department of Justice's Voluntary Leave Transfer Program activity report for fiscal years 1991 and 1992.

Any questions regarding this report should be directed to Jim Verner, Staffing Group, Personnel Staff, Justice Management Division, on 514-6782.

Sincerely,

John C. Vail  
Director of Personnel

Enclosure

Copies furnished: VAIL, SEYMOUR, VERNER, FILE  
JCV:RFS:JSVerner:X 4-6782:HOME:11-3-92:N:VLTP.REP



# Voluntary Leave Transfer Program

## Activity Report for FY 91 and 92

Interagency Report Control  
Number: 0373-OPM-AR

Name of Agency U.S. DEPARTMENT OF JUSTICE	Date Report Prepared 11-4-92
Name of Official Preparing Report JAMES S. VERNER	Telephone Number (include Area Code) (202) 514-6782

For The Period October 1, 1990, Through September 30, 1992:

1. How many applications from leave recipients were received? 742	2. How many applications were approved? 633
3. How many applications were denied? 109	4. Of the applications approved, how many medical emergencies: a) affected the employee? 472 b) affected the employee's family? 161
5. What was the average grade or pay level of the leave recipients who participated in the program? GS-8	6. How many of the leave recipients were: a) male? 161 b) female? 472
7. What was the total number of hours transferred to leave recipients? 174,068	8. What is the total number of hours used by leave recipients? 136,561
9. How many leave recipients returned to work after the emergency was resolved? 482	10. How many leave recipients retired under disability retirement within 6 months after their participation in the program terminated? 33
11. What was the total number of employees who donated leave? 10,316	12. What was the average grade or pay level of employees who donated leave? GS-12

13. How many hours of unused donated leave were restored to leave donors?

10,612

14. What was the estimated cost of:

- |   |  |
|---|--|
| a) Processing leave transfer requests?<br>\$ 140,757    | b) Transferring leave between donors and recipients?<br>\$ 72,532. |
| c) Monitoring the use of transferred leave?<br>\$ 2,386 | d) Restoring unused leave to donors?<br>\$ 27,006.                 |
| e) Other administrative costs?<br>\$ 25,292.            |  |

15. In general, why were leave transfer requests denied?

1. Failure to meet 10 day anticipated LWO? criterion.
2. Sufficient annual and/or sick leave balances to cover medical emergency.
3. Insufficient medical documentation.

16. In general, what factors support the success of the program?

1. The generosity and compassion of fellow employees.
2. Capability for interagency transfers.
3. Authority of VLTP Committee to waive duration limitations.

17. What factors detract from the success of the program?

1. Requirement that annual leave be limited instead of sick leave or both.
2. Inability to progress from participation employees who have been documented as leave abusers.
3. Restriction or duration of "use or lose" leave.

18. Do you think the voluntary leave transfer program meets the needs of most employees who experience medical or family medical emergencies?

Yes. The VLTP has almost entirely met the needs of employees with medical emergencies.

19. Many employers offer an income protection program which provides partial income replacement for periods of temporary disability. Would this approach be preferable to the leave transfer program for meeting the needs of employees with medical emergencies? (Such a program would cover an employee's medical disability only. A voluntary leave transfer program could be continued to meet the medical disability problems of family members.)  
No.

20. Any other comments?

The VLTP have proven to be an extremely worthwhile program, which has greatly assisted <sup>and</sup> employees with medical emergencies.





---

# **Negotiated Agreement between the JSIA Agencies/OJJDP and AFSCME Local 2830**

**May 1984**

that cannot be resolved by the usual informal "give-and-take" efforts of the supervisor and the concerned employees, the supervisor will give prime consideration to the work needs of the office and secondary consideration to whether one of the employees was afforded an opportunity to take leave during the period(s) in question during the previous year. In the event of similar past usage records, length of government service will be considered.

**Section 2.** Sick leave is authorized in the following circumstances:

- (a) When an employee is incapacitated by sickness, injury, or pregnancy, and confinement.
- (b) For medical, dental, or optical examination.
- (c) Prior to disability retirement.
- (d) When a member of the immediate family is ill with a contagious disease and requires the care and attendance of the employee, or the presence of the employee on the job would jeopardize fellow employees because of his or her exposure to contagious disease. In determining whether an employee shall be granted sick leave because a member of his or her family is ill with a contagious disease and requires his or her care, consideration shall be given to the following:
  - (1) Nearness of the relationship between the employee and the family member.



usual informal "give-and-take" and the concerned employee give prime consideration to the primary and secondary needs of the employees who are on leave during the previous year. In the records, length of government

in the following

facilitated by sickness, confinement.

optical examination.

ement.

mediate family is ill with a

requires the care and

be, or the presence of the

jeopardize fellow

or her exposure to

determining whether an

sick leave because a

ly is ill with a contagious

or her care, consideration

lowing:

relationship between the

member.

(2) Whether the employee and family member occupy the same living quarters.

(3) The efforts made by the employee to obtain adequate care for the member of the family.

The employee shall be required to furnish a statement from health authorities or other qualified medical practitioner having jurisdiction over the employee's place of residence that the disease is quarantinable or requires isolation or restriction of movement.

Sick leave is to be used only for the reasons specified in this paragraph. It may not be used merely for rest or in lieu of, or to supplement, annual leave.

Section 3. Supervisors shall not approve sick leave for any use other than permitted by Section 2. Supervisors may require a medical certificate or other administratively acceptable evidence for use of sick leave in excess of three days. Administratively acceptable evidence as to the reason for the absence may be considered regardless of the duration of the absence. However, a supervisor may require additional evidence on certain requests for sick leave when, in his or her judgment, the employee's leave record or circumstances of the leave request justify it. This would include a requirement for a medical certificate for absences of three days or less when an employee is a chronic user of short periods of sick leave, when there is reasonable doubt as

to the validity of the claim, and in other special circumstances.  
Section 4.

- (a) An absence for pregnancy and confinement shall be treated in the same manner as is any other medically certified disability. Available sick leave will be granted to cover the time required for physical examinations and the period of incapacitation.
- (b) After delivery and recuperation the employee may request annual leave and leave without pay for maternity purposes. Employee requests for a reasonable amount of such leave, i.e., up to six months, should be granted unless such an absence would impair the efficiency of the Service. The employee should make known her intent to request leave for maternity reasons as early as possible including the type of leave, approximate dates, and anticipated duration, to allow the Employer to prepare for any staffing adjustments that may be necessary.
- (c) A male employee may request annual leave or leave without pay for a reasonable period of time (i.e., up to three months) for the purpose of assisting the mother of his child to recuperate from childbirth and for providing paternal care to his newborn and other minor children.
- (d) If work conditions allow, longer periods of time may be granted in (b) and (c) above.

Section 5. Annual and sick leave may be approved only by the immediate supervisor or an employee authorized to act in the absence of the immediate supervisor. Emergency leave shall not





# Agreement

Between  
U.S. Immigration and  
Naturalization Service  
and



National Immigration  
and Naturalization  
Service Council

American Federation of Government Employees  
AFL-CIO

M-203 (Rev. 08-24-90)N

and/or leave without pay for a period of up to three (3) years. Extension for an additional year will be considered. For short absences, not exceeding two (2) weeks of annual leave or LWOP, upon request of the Local President or the Council President, Executive Vice President, or Regional Vice President, the Local District Director may approve such absences for a reasonable number of employees consistent with workload requirements.

#### **ARTICLE 40 - Maternity Leave**

- A. The employer may approve a period of leave for up to five (5) months for maternity reasons. The period of leave may consist of a combination of sick leave, annual and leave without pay. An employee shall request leave for maternity reasons as far in advance as possible to allow the employer to prepare for any staffing adjustments which may be needed to compensate for the anticipated absence from duty. The request shall include the types of leave desired, approximate dates, and anticipated duration.
- B. An employee may use sick leave to cover physical examinations, medical treatment, and the period during which the employee is physically incapacitated for the performance of duties by pregnancy and confinement.
- C. Any additional period of leave which the employee desires may be charged to accrued annual leave and/or leave without pay, provided that the employee intends to return to duty.
- D. All requests for maternity leave will be accompanied by a medical certificate. The certificate shall specify the date the doctor recommends the employee be placed on sick leave and the expected date of confinement.
- E.
  - (1) Sick leave for maternity reasons can be advanced to any employee on the same basis and under the same conditions that sick leave is normally advanced.
  - (2) Annual leave for maternity reasons can be advanced to an employee on the same basis and under the same conditions that annual leave is normally advanced.

- F. Where working conditions are more strenuous or hazardous than normal office conditions, a pregnant employee, after consultation with her physician, may request temporary reassignment to other available work for which she is qualified, to protect her health and that of her unborn child. Where such light duty is requested, the employer will make a reasonable effort to accommodate the employee's request based on a medical certification.
- G. A period of maternity leave (annual leave and/or LWOP) of up to twenty-one (21) days may be made available to an employee who adopts an infant. Leave requests for additional time will be considered on an individual basis, and will be governed by the rules and procedures applicable to the type of leave requested.
- H. The employer assures the continued employment of the employee in her position or a position of like seniority, status, and pay if she wishes to return to work following the period of maternity absence, unless termination of employment is otherwise required by expiration of appointment, by reduction in force, for cause, or for similar reasons unrelated to the maternity absence.

#### **ARTICLE 41 - Paternity Leave**

- A. A male employee may be granted up to twenty-one (21) days annual leave or leave without pay for the purpose of aiding, assisting, or caring for the employee's wife or minor children while the wife is incapacitated for maternity reasons, and/or on the occasion of the adoption of an infant.
- B. The paternity leave period may consist of annual leave and/or leave without pay. Annual leave for paternity reasons can be advanced to an employee on the same basis and under the same conditions that annual leave is normally advanced.

#### **ARTICLE 42 - Holidays and Religious Observances**

- A. The following days are treated as holidays for the purpose of pay and leave of Service employees:
  - (1) New Year's Day - January 1




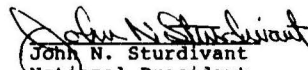
APPROVED

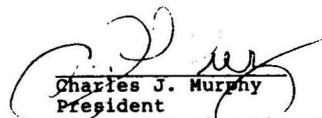
In witness whereof the parties hereto have caused this Labor-  
Management Relations Agreement to be executed on this 16th day of  
May, 1990.

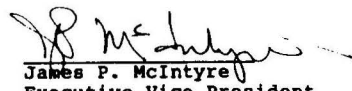
For the Service

For the Union


  
Gene McNary  
Commissioner  
Immigration & Naturalization  
Service

  
John N. Sturdivant  
National President  
American Federation of  
Government Employees (AFL-CIO)

  
Charles J. Murphy  
President  
National Immigration &  
Naturalization Service Council

  
James P. McIntyre  
Executive Vice President  
National Immigration &  
Naturalization Service Council

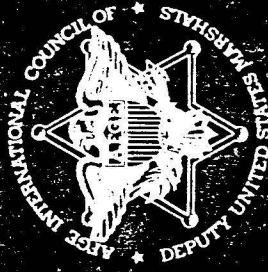
  
Dennis J. Smith  
Western Region Vice President  
National Immigration &  
Naturalization Service Council

  
George M. Gratto, Jr.  
Eastern Region Vice President  
National Immigration &  
Naturalization Service Council

  
Lawrence J. Augustine  
Southern Region Vice President  
National Immigration &  
Naturalization Service Council

FOIA # 60048 (URTS 16447) DocId: 70106516 Page 97

# 1989 Master Agreement



U.S. Marshals Service and the  
International Council of  
U.S. Marshals Service Locals, A/R/C/B



## **ARTICLE 19**

### **MATERNITY CARE AND LEAVE**

**Section 1.** Upon request, before or after the anticipated date of delivery, an employee may be granted available sick leave for periods of incapacitation, and annual leave or leave without pay for maternity purposes. Upon presentation of a statement from her physician certifying that she is incapacitated for duty, an employee will be granted leave during other periods before or after her delivery. The statement should further indicate the approximate date through which it is considered the employee will be incapacitated for duty after confinement. If it is found later that the employee is unable to return to duty on the date originally furnished, a request for additional sick leave may be presented together with a medical certificate showing the need. Thirty (30) days advanced sick leave may be granted for maternity purposes, if there is a reasonable basis to conclude that the employee will return to duty.

**Section 2.** A pregnant operational employee is to continue in full duty status during the first three (3) months of her pregnancy, if certified by her physician that she is able to do so. Subsequent to the third month (and prior to the last six (6) weeks of her pregnancy), the operational employee will be assigned (with appropriate medical certification), to perform any of the duties that the Service has determined can be safely performed by a pregnant deputy. Six (6) weeks prior to her projected due date and six (6) weeks after delivery, operational employees will not be assigned duties which require them to carry a weapon.

## **ARTICLE 20**

### **COMPENSATORY OVERTIME**

**Section 1.** Employees, except for those whose rate of basic pay is in excess of the maximum rate of basic pay of GS-10, will not be required to work compensatory time in lieu of overtime. Should an employee elect compensatory time in lieu of overtime and the employee is not allowed to take time off within the prescribed time period set out in DOJ Order 1551, i.e., the employee will be paid overtime at the appropriate rate of pay pursuant to law, rule, or regulation.

**Section 2.** Employees will not be required to take compensatory time during periods that were not requested by the Employee. It is understood that employees must use earned compensatory time by the end of the year following that in which it was earned.

Bill Owen  
Contract Review

AGREEMENT  
between the  
JUSTICE MANAGEMENT DIVISION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D.C.  
LOCAL 8097  
of the  
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES



## ARTICLE 8

### LEAVE

it to assign overtime work  
sion. The Employer agrees  
ble and to notify the  
time without the prior  
ized overtime will be com-  
regulations. Overtime  
stably among qualified  
an there are overtime assign-  
rotated equitably among

icial travel will be scheduled  
yees are required to perform  
the right to such overtime  
egulation.

erwise provided by law, an  
than the maximum rate for  
anted compensatory time off  
or occasional overtime work  
c rate of pay exceeds the  
ver's option, be granted  
me spent in irregular or  
y or paid overtime pay.

8.1 ANNUAL LEAVE: Annual leave will be approved and scheduled so as to accommodate to the normal and special fluctuations of the work of the activity. The Employer will periodically request the employees to submit requests for annual leave for vacation purposes. All requests for annual leave must be submitted to the immediate supervisor on Standard Form 71 (Application for Leave). The Employer will make an effort to grant employees their respectively desired vacation periods. In the event of conflicts, the Employer will consider the date of the request in resolving these leave conflicts. The Employer may make exceptions to the foregoing in the case of handicapped employees, employees with health problems, or employees with other compelling reasons. Except in extraordinary work exigencies, leave which has been approved will not be cancelled by the Employer.

8.2 SICK LEAVE: The parties recognize the importance of sick leave and the obligation of, and advantage to, each employee in its proper use. The employee who is ill and unable to report for duty is responsible for notifying his/her supervisor of the illness as soon as practicable, generally not later than one-half hour after the beginning of the employee's work day.

The Employer will normally not require medical certification to support an absence for sick leave not exceeding three consecutive work days. However, when absence from duty exceeds three work days, a supervisor may require that the absence be supported by (a) a medical certificate or (b) if the supervisor agrees, a statement signed by the employee giving the reasons why he/she did not have a physician.

An employee may be required to submit a medical certificate for all periods of sick leave, regardless of duration, when the supervisor has reasonable cause to doubt the validity of the employee's claims of sick leave. In such cases, the employee must be given advance written notice of such a requirement. The requirement will remain in effect for up to six months. If, after such notice, the employee is absent from duty without furnishing the required medical certificate or other evidence supporting the sick leave request, he/she will be considered absent without leave and subject to possible disciplinary action. Subsequent absences under the same circumstances may be cause for further disciplinary or adverse action.

8.3 ABSENCE FOR MATERNITY/PATERNITY REASONS: An absence covering pregnancy and confinement will be treated like any other medically certified temporary disability. A grant of leave for maternity reasons may be a combination of as many as three separate kinds of leave: sick leave, annual leave, and leave without pay. Sick leave may be used for the time required for physical examinations and for any period of incapacitation. Such absences will be documented as provided in Article 8.2. Any employee's request for absence for the purpose of caring for a

## SIGNATURE

## F AGREEMENT

signed the 30th day of June , 1981

this Agreement will  
 5 U.S.C. 7114 by the  
 his/her designee.

effect for three  
 ty gives written  
 not more than 105  
 of the party's desire  
 automatically be renewed  
 to modify this  
 other party containing  
 not more than 105

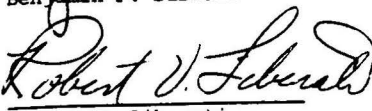
negotiations will  
 receipt of the notice

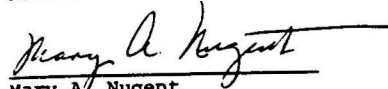
piration date, the  
 and effect until a new  
 regulations issued during  
 subject to negotiation

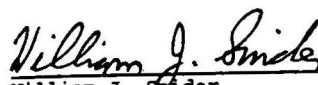
ed or supplemented with  
 ly by mutual consent  
 or the Union for  
 Agreement will indicate  
 e implemented without the  
 he Assistant Attorney

  
 H. F. Sylvester  
 Chief Negotiator

  
 Benjamin F. Burrell


  
 Robert V. Liberati

  
 Mary A. Nugent

  
 William J. Spider

  
 John C. Vail

  
 Priscilla Whitehouse

  
 for Ben C. Elliott  
 Chief Negotiator

  
 Carol G. Claggett

  
 David L. Damewood

  
 Richard R. Ray

Approved pursuant to 5 U.S.C. 7114 July 29, 1981.



**DEPARTMENT  
OF JUSTICE**

# Order

DOJ 1630.1B

---

**LEAVE ADMINISTRATION**

Jul. 22, 1991

---

Distribution: BUR/H-1

SPL-6

OBD/H-1

OBD/F-2

SPL-23

Initiated By: **Personnel Staff**  
**Justice Management Division**

FOIA # 50048 (URTS 16447) DocId: 70106516 Page 103

NARA-18-1003-A-004120

# RECORD OF CHANGES

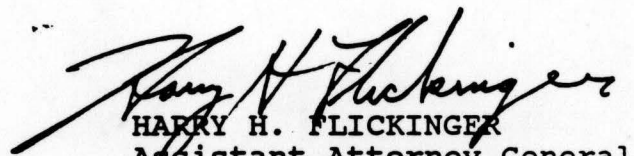
After removing obsolete pages and filing revised pages, initial and date the block following the change number. Request any missing changes through your normal supply channels.

Change No.	Initial	Date Filed	Change No.	Initial	Date Filed	Change No.	Initial	Date Filed	Change No.	Initial	Date Filed
1			35			69			103		
2			36			70			104		
3			37			71			105		
4			38			72			106		
5			39			73			107		
6			40			74			108		
7			41			75			109		
8			42			76			110		
9			43			77			111		
10			44			78			112		
11			45			79			113		
12			46			80			114		
13			47			81			115		
14			48			82			116		
15			49			83			117		
16			50			84			118		
17			51			85			119		
18			52			86			120		
19			53			87			121		
20			54			88			122		
21			55			89			123		
22			56			90			124		
23			57			91			125		
24			58			92			126		
25			59			93			127		
26			60			94			128		
27			61			95			129		
28			62			96			130		
29			63			97			131		
30			64			98			132		
31			65			99			133		
32			66			100			134		
33			67			101			135		
34			68			102			136		



FOREWORD

1. PURPOSE. This order establishes the policies and procedures governing leave administration in the Department of Justice.
2. SCOPE. The provisions of this order apply to all components of the Department.
3. CANCELLATION. Orders DOJ 1600.1, DOJ 1630.1A, and DOJ 2120.11 are cancelled.
4. AUTHORITIES.
  - a. Title 5, United States Code, Chapter 55, §5550a.
  - b. Title 5, United States Code, Chapter 63.
  - c. 5 CFR, Part 550, Subpart J.
  - d. 5 CFR, Part 630.
  - e. 28 CFR, Part 0, Subpart 0, §0.75(d).
  - f. Federal Personnel Manual, Chapter 630.
  - g. Federal Personnel Manual, Supplement 990-2, Book 630.

  
HARRY H. FLICKINGER  
Assistant Attorney General  
for Administration

# TABLE OF CONTENTS

	Page No.
<b>CHAPTER 1. GENERAL PROVISIONS.</b>	<b>1</b>
1. Policy.	1
2. Coverage.	1
3. Definitions.	2
4. Responsibilities.	2
5. Authority to Approve, Deny, or Cancel Leave, or Excuse an Absence Without Charge to Leave.	4
6. Recording Leave.	6
7. Employee Leave Records.	6
8. Relationships with Labor Organizations.	6
<b>CHAPTER 2. ANNUAL LEAVE.</b>	<b>7</b>
9. Earning Rates.	7
Figure 2-1. Full-Time Employees.	7
Figure 2-2. Part-Time Employees.	7
Figure 2-3. Pro Rata Table.	8
10. Annual Leave Charges.	8
11. Maximum Accumulation.	9
12. Planning, Requesting, and Granting Annual Leave.	9
13. Requesting and Granting Advance Annual Leave.	11
14. Enforced Annual Leave.	12
15. Lump-Sum Payments for Accumulated and Accrued Annual Leave Upon Separation.	12
16. Substitution of Annual Leave for Sick Leave.	13
17. Combining Annual Leave with Official Travel.	13
18. Buying Back Annual Leave Under the Workers' Compensation Program.	13
<b>CHAPTER 3. RESTORATION OF FORFEITED ANNUAL LEAVE.</b>	<b>15</b>
19. Scheduling Annual Leave to Avoid Forfeiture.	15
20. Circumstances Under Which Forfeited Annual Leave May Be Restored.	15
21. Officials Authorized to Approve Exigencies.	16
22. Officials Authorized to Approve the Restoration of Forfeited Annual Leave.	17
23. Requesting Restoration of Forfeited Annual Leave.	17
24. Recording Restored Annual Leave.	18
25. Time Limit for the Use of Restored Annual Leave.	18
26. Forfeiture of Restored Annual Leave.	19



TABLE OF CONTENTS

<u>Page No.</u>	<u>Page No.</u>
CHAPTER 4. SICK LEAVE.	21
27. Earning Rates.	21
28. Sick Leave Charges.	21
29. Accumulation.	21
30. Requesting, Granting, and Using Sick Leave.	21
31. Supporting Evidence.	23
32. Substitution of Sick Leave for Annual Leave.	24
33. Buying Back Sick Leave Under the Workers' Compensation Program.	24
34. Requesting and Granting Advance Sick Leave.	24
CHAPTER 5. TEMPORARY LEAVE TRANSFER PROGRAM.	RESERVED
CHAPTER 6. LEAVE WITHOUT PAY (LWOP).	29
41. General Information.	29
42. LWOP Charges.	29
43. Requesting LWOP.	29
44. Granting LWOP.	30
45. Duration of Extended LWOP.	32
CHAPTER 7. ABSENCE WITHOUT LEAVE (AWOL).	33
46. General Information.	33
47. AWOL Charges.	33
48. Recording AWOL.	33
CHAPTER 8. LEAVE FOR PARENTAL AND FAMILY RESPONSIBILITIES.	35
49. General.	35
50. Requesting, Granting, and Using Leave for Parental and Family Responsibilities.	35
51. Leave for Childbirth.	36
52. Leave for Adoption or Foster Care.	37
53. Leave for Child Care.	38
54. Leave for Other Parental and Family Responsibilities.	38
CHAPTER 9. COURT LEAVE.	41
55. General.	41
56. Jury Service.	41
57. Witness Service.	42
58. Granting Court Leave.	43
59. Court Leave Guide.	44
Figure 9-1. Employee Absences for Court or Court-Related Services.	44

Page No.

Page No.

CHAPTER 10. MILITARY LEAVE.	45
60. General.	45
61. Coverage.	45
62. Entitlement.	46
63. Charges.	47
64. Accumulation.	47
65. Requesting Military Leave.	47
66. Granting Military Leave.	47
CHAPTER 11. HOME LEAVE.	51
67. General.	51
68. Coverage.	51
69. Computation of Service Abroad.	51
70. Earning Rates.	51
71. Computation of Home Leave.	52
Figure 11-1. Computation of Home Leave.	52
72. Change in Earning Rate.	52
73. Maximum Accumulation.	53
74. Charges.	53
75. Entitlement.	53
76. Granting Home Leave.	53
77. Refund.	54
78. Transfer and Recredit.	54
CHAPTER 12. FUNERAL LEAVE.	55
79. General.	55
80. Restrictive Nature of Funeral Leave.	55
81. Funeral Leave Charges.	55
82. Requesting and Granting Funeral Leave.	55
CHAPTER 13. TIME OFF FOR RELIGIOUS OBSERVANCES.	57
83. General.	57
84. Time Frame for Taking and Repaying Time Off.	57
85. Earning Rates.	57
86. Charges.	57
87. Requesting Time Off.	58
88. Granting Time Off and Authorizing Compensatory Overtime.	58
89. Recording Time Off or Compensatory Overtime Worked.	58
CHAPTER 14. EXCUSED ABSENCE/ADMINISTRATIVE LEAVE.	59
90. General.	59
91. Excused Absence for Individual Employees.	59
92. Excused Absence for Groups of Employees.	62

Page v



Page No.

Page No.

APPENDIX 1.

U.S. OFFICE OF PERSONNEL MANAGEMENT AREA  
EMERGENCY DISMISSAL OR CLOSURE PROCEDURES  
FOR THE WASHINGTON, D.C. AREA.

Figure 1. Council of Governments Residential Zone  
Dismissal Plan for the Washington  
Metropolitan Area.

1

6

CHAPTER 11. HOME LEAVE.

General.  
Coverage.  
Computation of Service Abroad.  
Earning Rates.  
Computation of Home Leave.  
Figure 11-1. Computation of Home Leave.  
Change in Earning Rate.  
Maximum Accumulation.  
Charges.  
Entitlement.  
Granting Home Leave.  
Refund.  
Transfer and Recredit.

CHAPTER 12. FUNERAL LEAVE.

General.  
Restrictive Nature of Funeral Leave.  
Funeral Leave Charges.  
Requesting and Granting Funeral Leave.

CHAPTER 13. TIME OFF FOR RELIGIOUS OBSERVANCES.

General.  
Time Frame for Taking and Repaying Time Off.  
Earning Rates.  
Charges.  
Requesting Time Off.  
Granting Time Off and Authorizing Compensatory Overtime.  
Recording Time Off or Compensatory Overtime Worked.

CHAPTER 14. EXCUSED ABSENCE/ADMINISTRATIVE LEAVE.

General.  
Excused Absence for Individual Employees.  
Excused Absence for Groups of Employees.

## CHAPTER 1. GENERAL PROVISIONS.

1. **POLICY.** In the Department of Justice, leave will be administered in a fair and consistent manner in accordance with the law, the rules and regulations of the U.S. Office of Personnel Management, and the provisions of this order.

2. **COVERAGE.** The provisions of this order apply to all employees of the Department except:

a. Employees appointed by the President to positions at Executive Level V and above.

b. Intermittent employees.

3. **DEFINITIONS.**

a. **Accrued Leave.** Leave earned by an employee during the current leave year that is unused at any given time in that leave year.

b. **Accumulated Leave.** The unused leave remaining to the credit of an employee at the beginning of a leave year.

c. **Administrative Leave.** Although this term is not specifically recognized in legislation or by regulation, it is commonly applied to any excused absence without loss of pay or charge to leave and, for the purposes of this order, is construed as having that meaning.

d. **Bureau.** For the purposes of this order, the term bureau refers to: the Bureau of Prisons (including the Federal Prison Industries, Incorporated and the National Institute of Corrections); the Drug Enforcement Administration; the Executive Office for U.S. Attorneys and the Offices of the U.S. Attorneys (the Director, Executive Office for U.S. Attorneys is considered the bureau head for these components); the Federal Bureau of Investigation; the Immigration and Naturalization Service; the Office of Justice Programs (and related agencies); the U.S. Marshals Service; and the Office of the Inspector General.

e. **Child.** Unless otherwise modified, the term child includes biological children, adopted children, foster children, or stepchildren.

f. **Contagious Disease.** A disease which is ruled as subject to quarantine, requires isolation of the patient, or requires restriction of movement by the patient for a specified period as prescribed by the health authorities having jurisdiction.



- g. Days. Calendar days unless otherwise specified.
- h. Days of Leave. Days on which an employee would otherwise work and receive pay; they are exclusive of holidays and nonworkdays established by Federal statute, executive order, or administrative order.
- i. Department Components. The offices, boards, divisions, and bureaus of the Department of Justice as defined in 28 CFR 0.1.
- j. Immediate Family Member. Spouses and unmarried children under 21 years of age.
- k. Intermittent Employee. An employee who is employed less than full time on an irregular or occasional basis with no prearranged schedule of hours or days of work.
- l. Leave Year. The period beginning with the first day of the first complete pay period in a calendar year and ending with the day immediately before the first day of the first complete pay period in the following calendar year.
- m. Medical Certificate. A written statement signed by a registered practicing physician or other practitioner certifying to the incapacitation, examination, or treatment, or to the period of disability while the patient was receiving professional treatment.
- n. Offices, Boards, and Divisions (OBDs). Those Department components (except for the Executive Office for United States Attorneys) defined as offices, boards, and divisions in 28 CFR 0.1.
- o. Parent. Unless otherwise modified, the term parent includes biological parents, adoptive parents, stepparents, and foster parents.
- p. Regular Leave Account. The account established to record the earning, crediting, and usage of employee leave.
- q. Separate Leave Account. The account established to record restored annual leave.

#### 4. RESPONSIBILITIES.

- a. The Attorney General is responsible for the proper administration of leave, and for ensuring that an account of leave is established and maintained for each employee in accordance with methods prescribed by the General Accounting Office.



b. The Assistant Attorney General for Administration is responsible for:

- (1) The overall administration of this order.
- (2) Planning, directing, coordinating, and supervising the administration of leave in the Department.
- (3) Postauditing and correcting any action taken within the Department which is not in accordance with laws and regulations governing the administration of leave, or the provisions of this order.
- (4) Representing the Department in its contacts, on all matters relating to leave, with the General Accounting Office, the Office of Management and Budget, the Office of Personnel Management (OPM), Congressional committees, and all other Federal departments and agencies.
- (5) Designating the official who is authorized to approve the restoration of forfeited annual leave for employees of the offices, boards, and divisions.

c. The heads of bureaus are responsible for designating the officials who are authorized to approve the restoration of forfeited annual leave for their components. (The heads of bureaus are also heads of Department components; however, the reverse is not true in all cases.)

d. The heads of Department components are responsible for:

- (1) The proper administration of leave within their respective components.
- (2) Delegating the authority to approve leave to the lowest practicable supervisory level.
- (3) Determining that exigencies of the public business occurring in their components are of such importance as to preclude the use of scheduled annual leave to avoid forfeiture.

e. The Director, Personnel Staff, Justice Management Division is responsible for advising and assisting the Assistant Attorney General for Administration on all aspects of the administration of leave.

f. Supervisors and Managers are responsible for:

- (1) Ensuring that leave is granted, denied, or cancelled in accordance with the laws and regulations governing



the administration of leave, and the provisions of this order.

- (2) Ensuring that leave taken by employees is properly charged.
- (3) Planning and scheduling annual leave with employees so as to avoid the forfeiture of such leave.

**g. Employees are responsible for:**

- (1) Requesting leave in accordance with the provisions of this order and any procedures established by their components.
- (2) Coming to work at their scheduled starting times unless leave has been approved.
- (3) Providing their supervisors with requests for leave as much in advance of the requested periods of absence as possible.
- (4) Notifying their supervisors and requesting leave as soon as possible when leave is needed because of illness, injury, or other personal emergency. As soon as possible means at or before the beginning of the regularly scheduled tour of duty. Extenuating circumstances of a highly unusual nature may prevent timely notification, and such circumstances will be carefully considered when evaluating leave requests.
- (5) Working with their supervisors to plan, schedule, and use sufficient annual leave during the course of the year so as to preclude the need to take excessive amounts of annual leave at the end of the leave year to avoid the forfeiture of such leave.

**5. AUTHORITY TO APPROVE, DENY, OR CANCEL LEAVE, OR TO EXCUSE AN ABSENCE WITHOUT CHARGE TO LEAVE.**

**a. Approval of Leave.**

- (1) Authority to approve leave may be delegated to the lowest supervisory level having personal knowledge of the work requirements and the employee's leave record and attendance patterns; however, requests for the following types of leave should be approved at a higher level:
  - (a) Advance annual leave.



- (b) Advance sick leave.
- (c) Extended leave without pay (in excess of 30 days).
- (2) Each Department component should establish guidance as to which officials are authorized to approve such leave requests and the supporting documentation required.
- b. Approval of Requests for Excused Absence for Individual Employees. Generally, the heads of Department components determine the situations for which excused absence will be authorized for individual employees; however, in the following cases, this authority may be redelegated to the lowest practicable supervisory level:
  - (1) Tardiness of up to one hour or other brief absences from duty for reasons which are acceptable to the approving official.
  - (2) Donating blood (see paragraph 9lc).
  - (3) Voting under normal circumstances [see paragraph 9lb(1)].
- c. Mandatory Approval of Certain Leave Requests. In some instances, the approval of leave requests is discretionary; in others, it is mandated by statute or executive order. The approval of leave is mandated by statute or executive order in the following instances which are discussed in detail in the chapters cited.
  - (1) Treatment of Disabled Veterans, (chapter 4).
  - (2) Other Illness, Injury, or Pregnancy, (chapter 4).
  - (3) Pending Disability Retirement, (chapter 4).
  - (4) Service as a Juror or Witness in Certain Judicial Proceedings, (chapter 9).
  - (5) Military Service, (chapter 10).
- d. Denial or Cancellation of Leave. Where the approval of leave is discretionary, the authority to deny or cancel leave may be delegated to the same level at which such leave is approved. The following conditions apply to the exercise of this authority:
  - (1) Leave must not be denied or cancelled for arbitrary or capricious reasons.



- (2) Denial of a leave request or cancellation of approved leave normally must be based on the necessity for the employee's services or the employee's failure to submit any required documentation in support of the leave request in a timely manner.
- (3) Denial or cancellation of leave is not disciplinary in nature and must not be used as a punitive measure.

6. RECORDING LEAVE.

- a. An absence is considered approved once it has been recorded in an approved leave category on an official time and attendance record upon which salary payments are made.
- b. Once leave has been requested, approved, and used by an employee, retroactive substitution of one category of leave for another category may be made only under conditions of law or regulation which permit a change in statutory rights, e.g., an employee on approved annual leave becomes ill and, upon return to duty, requests substitution of sick leave for annual leave, or an employee who was granted leave with the expectation that he or she would submit specific documentation in support of the leave upon returning to duty fails to do so in a timely manner. An exception to this rule occurs when it is subsequently established that an employee submitted fraudulent documentation or misrepresented either the time taken or the reason for the absence.
- c. If an employee is absent without leave having been approved, the absence should be recorded as absent without leave (AWOL). If the approving authority subsequently determines that circumstances are such that the absence is improperly charged as AWOL, the absence must be changed to an approved leave category. Changing AWOL to an approved leave status means that the employee can no longer be disciplined for being AWOL, but may still be subject to discipline for not properly requesting the leave even though it was eventually approved.

7. EMPLOYEE LEAVE RECORDS. The leave record of an employee, or information therefrom, is not available to the public under the Freedom of Information Act.
8. RELATIONSHIPS WITH LABOR ORGANIZATIONS. Due regard shall be given to the status of labor organizations having exclusive recognition, and management shall consult or negotiate with those organizations, as appropriate, when implementing the provisions of this order.



CHAPTER 2. ANNUAL LEAVE.

9. EARNING RATES.

FIGURE 2-1. FULL-TIME EMPLOYEES.

Years of Service	Earning Rates
Less than 3	4 hours of annual leave for each full biweekly pay period or 13 days per leave year
At least 3, but less than 15	6 hours of annual leave for each full biweekly pay period plus 4 additional hours for the last full biweekly pay period of the leave year
15 or more	8 hours of annual leave for each full biweekly pay period or 26 days per leave year

FIGURE 2-2. PART-TIME EMPLOYEES.

Years of Service	Earning Rates
Less than 3	1 hour of annual leave for each 20 hours in a pay status
At least 3, but less than 15	1 hour of annual leave for each 13 hours in a pay status
15 or more	1 hour of annual leave for each 10 hours in a pay status

a. Full Biweekly Pay Period.

- (1) Full-time Employees. A full-time employee earns leave for each full biweekly pay period. When a full-time employee's absence in a nonpay status totals 80 hours, the employee's annual leave credit is reduced by 4, 6, or 8 hours depending on the employee's leave category, and the employee's sick leave credit is reduced by 4 hours.

(2) Part-time Employees.

- (a) Earn annual leave and sick leave for each hour they are in a pay status during the pay period.



- (b) Holiday leave hours are credited as hours in a pay status, but holiday hours worked are not.
- (c) Hours in a pay status in excess of 80 hours in a pay period are disregarded in computing the leave earnings of a part-time employee.

b. Fractional Pay Periods.

- (1) No leave is credited for fractional parts of biweekly pay periods occurring either at the beginning or the end of an employee's period of service.
- (2) Entitlement to a pro rata credit for a fractional pay period occurs when:
  - (a) An employee's tour of duty changes from full-time or part-time to intermittent, or from intermittent to full-time or part-time. OR
  - (b) An employee is carried in a leave without pay (LWOP) status while in receipt of disability compensation from the Office of Workers' Compensation Programs.
- (3) The table shown in figure 2-3 may be used as a guide in determining the amount of pro rata credit for annual leave.

FIGURE 2-3. PRO RATA TABLE.

Biweekly Pay Period Workdays	Hourly Accrual Rate		
	4*	6	8
1 . . . . .	1 . . . . .	1 . . . . .	1 . . . . .
2 . . . . .	1 . . . . .	1 . . . . .	2 . . . . .
3 . . . . .	1 . . . . .	2 . . . . .	2 . . . . .
4 . . . . .	2 . . . . .	2 . . . . .	3 . . . . .
5 . . . . .	2 . . . . .	3 . . . . .	4 . . . . .
6 . . . . .	2 . . . . .	4 . . . . .	5 . . . . .
7 . . . . .	3 . . . . .	4 . . . . .	6 . . . . .
8 . . . . .	3 . . . . .	5 . . . . .	6 . . . . .
9 . . . . .	3 . . . . .	5 . . . . .	7 . . . . .

\*This column may also be used for sick leave

10. ANNUAL LEAVE CHARGES. The minimum charge for annual leave in the Department is fifteen (15) minutes; additional charges are in multiples thereof.



11. MAXIMUM ACCUMULATION. Limits have been established by law as to the maximum amount of annual leave which an employee may accumulate for later use. Annual leave in excess of these limits which is not used by the beginning of the leave year immediately following the leave year in which the excess is accrued, is subject to forfeiture.

a. Thirty-day Maximum. Most employees in the Department may accumulate up to a maximum of 30 days (240 hours) of annual leave for later use.

b. Forty-five-day Maximum. Employees serving outside the United States may accumulate up to a maximum of 45 days (360 hours) of annual leave for later use if they are in one of the classes described in section 6304(b) of title 5, United States Code. Employees in positions which permit a 45-day accumulation who move to positions in which they are subject to the 30-day accumulation limit, retain their accumulation above the 30-day limitation. Whenever these employees use more annual leave in a leave year than they earn, the balance carried forward becomes their new leave ceiling, if it is still above the 30-day maximum limit.

c. Senior Executive Service (SES) Members.

(1) There is no maximum limitation on the amount of annual leave an employee may accumulate while serving in a position in the SES; however, only the annual leave which accrues while the employee is serving in the SES is protected from forfeiture. Any annual leave earned prior to the time the employee enters the SES, including any annual leave restored from prior years, is subject to the regulations applicable at the time the annual leave was earned or restored.

(2) If an employee leaves the SES, any annual leave he or she accumulated while serving in the SES which is in excess of the maximum amount of leave which the employee may accumulate in his or her new (non-SES) position remains to the employee's credit until used. Thereafter, whenever the employee uses more annual leave in a leave year than he or she earns, the balance carried forward becomes the new leave ceiling, if it is still above the maximum allowed in the non-SES position.

12. PLANNING, REQUESTING, AND GRANTING ANNUAL LEAVE.

a. Using Annual Leave. Annual leave is normally provided and used to:



- (1) Afford employees the opportunity to take an annual vacation period, or periods, of extended leave for rest and recreation.
- (2) Afford employees periods of time off to attend to personal, family, and emergency matters which can be disposed of only during the time in which the employee would ordinarily be working.

b. Employees' Right to Annual Leave. Employees have an absolute right to take annual leave, subject to the right of supervisors to fix the time at which leave may be taken. Except for those instances discussed in paragraphs 5c(1) and (5), supervisors are not obligated to approve a request for annual leave, whether made in advance or on an emergency basis, if the employee's services are required during the period involved. Whenever annual leave cannot be approved as initially requested, the employee and the supervisor concerned are responsible for scheduling the leave at a time which is mutually agreeable to both parties.

c. Planning and Requesting Annual Leave. Normally, annual leave shall be planned and requested far enough in advance of its proposed use so that:

- (1) The leave plans of all employees in the organizational component can be considered.
- (2) Employees have an opportunity to use annual leave at times which meet their needs.
- (3) Employees will not forfeit annual leave unavoidably.
- (4) Work requirements can be adjusted to accommodate employee leave plans, wherever possible.

d. Requesting Annual Leave for Personal Emergencies.

- (1) Employees who are unable to report for duty because of personal emergencies shall notify their supervisors and request leave as soon as possible. As soon as possible means at or before the beginning of the regularly scheduled tour of duty. Extenuating circumstances of a highly unusual nature may prevent timely notification and such circumstances will be carefully considered when evaluating leave requests.
- (2) Employees must request annual leave personally (unless unusual circumstances pertain) for each day that the personal emergency continues unless their supervisors have approved other arrangements.



(3) Until such notification is given, supervisors cannot grant annual leave and employees may be considered as absent without leave (AWOL) until such time as they give proper notification and are granted annual leave by their supervisors.

(4) As a condition of granting emergency annual leave, approving officials may require employees to submit certain documentation in support of their requests for leave.

e. Use of Standard Form 71, Application for Leave. A Standard Form 71 must be submitted for all requests for annual leave of five days or more. The use of this form is encouraged, and Department components or approving officials may require that it be submitted for requests for annual leave of less than five days.

f. Granting Annual Leave.

(1) An employee whose current appointment is not limited to less than 90 days earns and accrues annual leave beginning with his or her first full biweekly pay period and may be granted annual leave as it accrues.

(2) An employee whose current appointment is limited to less than 90 days earns and accrues annual leave beginning with his or her first full biweekly pay period, but is not entitled to use annual leave until he or she:

(a) Has been employed under successive appointments for a continuous period of 90 days or more without a break in service; or

(b) Is converted to an appointment not limited to less than 90 days.

13. REQUESTING AND GRANTING ADVANCE ANNUAL LEAVE.

a. Requesting Advance Annual Leave.

(1) An employee must submit a request for advance annual leave as far in advance of the requested period of absence as possible. When advance annual leave cannot be requested in advance because of a personal emergency, it may be approved after the fact provided the employee submits any documentation required in support of the request within the time frame established by the approving official.



(2) Employees requesting advance annual leave must submit the following:

(a) A Standard Form 71, Application for Leave.

(b) A memorandum to the approving official detailing the reason(s) for the absence.

(c) Such additional documentation as the Department component or approving official may prescribe.

**b. Advancing Annual Leave.**

(1) Employees may be advanced, at the beginning of the leave year or any time thereafter, such annual leave as they may be expected to accrue during the leave year.

(2) Approval of requests for advance annual leave is at the discretion of the approving official; employees do not have a vested right to advance leave, regardless of the circumstances.

(3) Employees may not be advanced annual leave when it is known (or reasonably expected) that they will not return to duty.

(4) Before advancing annual leave, approving officials should consider such matters as the expectation of return to duty, the need for the employee's services, the benefits to the organization in retaining the employee, and the fact that, if the employee separates because of disability or illness (whether by retirement or resignation), the Department has no authority to require repayment of the amount paid to the employee for advance leave.

14. **ENFORCED ANNUAL LEAVE.** The Attorney General (or designee) has discretionary authority to direct employees to take annual leave at specific times to satisfy the needs of the Federal service. This includes, but is not limited to, situations such as one in which certain Departmental operations are reduced or suspended during the Thanksgiving or Christmas holiday periods.

15. **LUMP-SUM PAYMENTS FOR ACCUMULATED AND ACCRUED ANNUAL LEAVE UPON SEPARATION.**

a. Upon separation, employees are entitled to payment for all annual leave credited to them. This includes:



(1) The regular carryover balance or accumulated annual leave from the previous year, if any, plus

(2) Annual leave accrued and unused during the current leave year, if any, plus

(3) Any unused restored annual leave.

b. A Presidential appointee who has annual leave held in abeyance is paid for this leave at the rate of pay which the appointee was receiving immediately before the date of the Presidential appointment.

**16. SUBSTITUTION OF ANNUAL LEAVE FOR SICK LEAVE.**

a. Generally, an absence which would otherwise be chargeable to sick leave may be charged to annual leave if requested by the employee and approved by the appropriate official. However, annual leave may not be substituted, retroactively, for sick leave previously granted and documented where the substitution is solely for the purpose of avoiding the forfeiture of annual leave by the employee.

b. Advance sick leave may be liquidated, either wholly or in part, by a charge against annual leave or restored annual leave provided the annual leave or restored annual leave to be substituted is not, itself, subject to forfeiture; that is, sufficient time remains for the employee to take the leave which is to be substituted.

**17. COMBINING ANNUAL LEAVE WITH OFFICIAL TRAVEL.** Annual leave may be taken in conjunction with official travel. Once it has been determined that official travel is necessary, an employee's request for annual leave in conjunction with that travel may be approved if the employee's services are not required during the period involved. When an employee takes annual leave in conjunction with official travel, the cost to the government may not be greater than the cost of the official travel had annual leave not been taken.

**18. BUYING BACK ANNUAL LEAVE UNDER THE WORKERS' COMPENSATION PROGRAM.**

a. **Absence Due to an On-the-job Injury or Illness.** An employee may use sick and/or annual leave during a period of absence due to an on-the-job injury or illness and, if his or her claim for compensation is approved by the Office of Workers' Compensation Programs, may buy back all or part of the annual leave (including restored annual leave) and have it reinstated to his or her leave account.



b. Buying Back Regular Annual Leave.

- (1) If an employee buys back regular annual leave which is recredited to a prior leave year and the recredit causes a leave balance at the end of that leave year which is in excess of the employee's maximum authorized accumulation (usually 240 hours), the excess annual leave will immediately be forfeited as of the beginning of the leave year following the year to which it is recredited.
- (2) If the buy-back annual leave is forfeited solely because it is in excess of the maximum authorized accumulation, it is not subject to the provisions of 5 U.S.C. 6304(d) which allow for restoration of annual leave which has been forfeited due to administrative error, exigencies of the public business, or sickness.

c. Buying Back Restored Annual Leave. If an employee buys back annual leave which had been previously restored under the provisions of 5 U.S.C. 6304(d), such leave is recredited to the employee's restored leave account as of the date it was used and is available for further use if the time limit previously established for its use has not expired. However, if the time limit has expired, the recredited leave is forfeited as of the date originally established for forfeiture, and is not subject to further restoration under the provisions of 5 U.S.C. 6304(d).

d. Informing and Advising Employees. Employees who contemplate buying back annual leave (including restored annual leave) must be informed as to the amount of leave that can be recredited for use and advised not to buy back that leave which is subject to forfeiture.



### CHAPTER 3. RESTORATION OF FORFEITED ANNUAL LEAVE.

#### 19. SCHEDULING ANNUAL LEAVE TO AVOID FORFEITURE.

- a. Responsibility for Scheduling Annual Leave. Employees and managers share a long-standing mutual responsibility for planning and scheduling annual leave throughout the year. Employees have an obligation to request annual leave in a timely manner; nevertheless, failure on their part to do so does not relieve managers of their responsibility to ensure that employee leave is actually scheduled for use so as to avoid its forfeiture at the end of the leave year. Positive action should be taken to assure that annual leave is scheduled for use during the year so as to avoid situations where employees approach the end of the leave year with a significant amount of annual leave that must be used or forfeited. However, if an employee chooses not to request or to use annual leave so as to avoid its forfeiture, the employee is not entitled to have the forfeited leave restored for later use.
- b. Scheduling Annual Leave in Advance. To be considered as scheduled in advance, annual leave must be requested and approved, IN WRITING, by an authorized official PRIOR to the start of the third biweekly pay period before the end of the leave year. Annual leave which is not scheduled in advance is generally not eligible for restoration.

#### 20. CIRCUMSTANCES UNDER WHICH FORFEITED ANNUAL LEAVE MAY BE RESTORED.

- a. Administrative Error. Any annual leave forfeited because of an administrative error (e.g., incorrect service computation date, failure to change a leave accrual rate, incorrect calculation on time and attendance records, etc.) may be restored provided the leave which was forfeited was earned after June 30, 1960, even though the error may have occurred before that date.
- b. Exigencies of the Public Business.
  - (1) Annual leave which is cancelled because of an exigency of the public business and subsequently forfeited because it cannot be rescheduled and used before the end of the leave year may be restored if:
    - (a) The leave was scheduled in advance, and
    - (b) The exigency was of such importance that the use of annual leave was precluded.
  - (2) Excused absence (commonly referred to as administrative leave), compensatory time off, or holidays which



interrupt annual leave are not considered exigencies of the public business and annual leave forfeited as a result cannot be restored.

c. Sickness. Annual leave which is forfeited because a period of sickness (or injury or other medical condition for which paid sick leave would be approved) interfered with the usage of scheduled annual leave may be restored if:

(1) The annual leave was scheduled in advance. AND

(2) The period of absence due to sick leave occurred so late in the leave year or was of such duration that the annual leave could not be rescheduled and used prior to the end of the leave year.

d. Unjustified or Unwarranted Personnel Action. An employee who is found by appropriate authority under applicable law, regulation, or collective bargaining agreement, to have been affected by an unjustified or unwarranted personnel action is deemed to have performed service during the period the unwarranted or unjustified personnel action was in effect and is entitled to earn leave for that period. Any annual leave earned during this period which is in excess of the maximum leave accumulation permitted by law and thus, forfeited, will be restored.

## 21. OFFICIALS AUTHORIZED TO APPROVE EXIGENCIES.

a. Central Headquarters. The heads of Department components are authorized to make determinations that exigencies of the public business exist. This authority may be redelegated.

b. Major Field Installations. The heads of Department components may authorize the heads of major field installations to make determinations that exigencies of the public business exist and may authorize the heads of major field installations to redelegate this authority.

c. Determining That an Exigency Exists. When making a determination whether an exigency of the public business exists, the following conditions apply.

(1) The exigency or operational demand must be of such importance that the use of scheduled annual leave by affected employees is precluded.

(2) There must be no reasonable alternative to the cancellation of the scheduled annual leave of those employees who will forfeit annual leave because of the work requirement generated by the exigency.



(3) The decision that an exigency exists may not be made by any official whose leave would be affected by the decision.

(4) A specific beginning and ending date must be fixed for the exigency. These dates must be fixed in advance, unless the suddenness or uncertainty of the circumstances prevents an advance decision. These dates must establish the specific time period within which employees were prevented from using scheduled annual leave and thus, subsequently forfeited leave.

22. OFFICIALS AUTHORIZED TO APPROVE THE RESTORATION OF FORFEITED ANNUAL LEAVE. The heads of bureaus and the Assistant Attorney General for Administration for the offices, boards, and divisions (collectively) shall designate officials who are authorized to approve the restoration of forfeited annual leave. A list of these officials is to be furnished to the appropriate payroll office and updated whenever changes occur.

23. REQUESTING RESTORATION OF FORFEITED ANNUAL LEAVE. Employees who wish to have forfeited annual leave restored must prepare and submit an approved Form DOJ-364, Request for Restoration of Forfeited Annual Leave. Form DOJ-364 is available from servicing personnel and payroll offices.

a. Employee's Request.

(1) Supporting Data. Employees must provide factual evidence that the annual leave forfeited was scheduled in advance and approved, and the reasons why the leave could not be used as scheduled or rescheduled so as to avoid forfeiture. Copies of: Form DOJ-296, Time and Attendance Report; Standard Form 71, Request for Leave; and such other records as may be required by the employing organization must be provided as documenting evidence. Copies of the supporting documents must be attached to the Form DOJ-364.

(2) Other Evidence. If official records are not available to substantiate the amount of leave to be restored, an estimate of the employee's leave account is acceptable when accompanied by official statements which reflect clearly why official records are not available and the factors which form the basis for the estimate.

b. Certification by the Supervisor. The employee's immediate supervisor (or other appropriate official) must certify that the employee's request for restoration of forfeited annual leave is factual and technically correct. Requests which do not meet the provisions of the law or lack sufficient



supporting data will be returned to the employee with a memorandum of explanation.

- c. Authorization for Restoration by the Designated Official. The organization's designated official must authorize the restoration of forfeited annual leave to a separate leave account for the employee.

24. RECORDING RESTORED ANNUAL LEAVE.

- a. Separate Leave Account. The restored annual leave must be credited to a separate leave account which records: the date the leave was restored for use; the amount credited; the specific schedule established for its use; and the amount of usage and balance. The amount of restored annual leave does not in any way increase or change an employee's normal maximum permissible carryover of annual leave into a new leave year. The normal annual leave ceiling described in paragraph 11 remains in effect for all employees.

- b. Recordkeeping. Payroll offices shall establish records for separate leave accounts for restored annual leave which identify:

- (1) The date the leave was restored for use.
- (2) The amount credited.
- (3) The specific time limit established for its use.
- (4) The amount of usage and balance.

- c. Regular Annual Leave Account. The fact that an employee has a separate leave account for restored annual leave does not affect the usual requirements for earning, crediting, or usage of annual leave for an employee's REGULAR annual leave account.

25. TIME LIMIT FOR THE USE OF RESTORED ANNUAL LEAVE.

- a. Restored annual leave is not retained indefinitely. It must be scheduled and used not later than the end of the leave year ending two years after:

- (1) The date of restoration of the annual leave forfeited because of administrative error. OR
- (2) The date fixed by an official designated under the provisions of paragraph 21 as the termination date of the exigency that resulted in the forfeiture of the annual leave. OR

- (3) The date the employee is determined to be recovered and able to return to duty if the leave was forfeited because of sickness.
  - b. In the case of an extended exigency of the public business, within a time period that equals twice the number of full calendar years, or parts thereof, that the exigency existed. This time period begins at the beginning of the leave year following the leave year in which the exigency is declared to be ended. An extended exigency must be of such significance as to:
    - (1) Threaten the national security, safety, or welfare.
    - (2) Last more than 3 calendar years.
    - (3) Affect a segment of the Department or an occupational class.
    - (4) Preclude subsequent use of both restored and accrued annual leave within the time limits established in paragraph 25a.
26. FORFEITURE OF RESTORED ANNUAL LEAVE. Any restored annual leave which is unused at the expiration of the time limit established for its use is again forfeited with no further right to restoration.



#### CHAPTER 4. SICK LEAVE.

##### 27. EARNING RATES.

- a. Full-time employees earn 4 hours of sick leave for each full biweekly pay period, regardless of the type of appointment or total creditable service. When a full-time employee's absence in a nonpay status totals 80 hours, the employee's sick leave credit is reduced by 4 hours.
- b. Part-time employees earn one hour of sick leave for each 20 hours in a pay status not to exceed 4 hours of sick leave during any biweekly pay period.

28. SICK LEAVE CHARGES. The minimum charge for sick leave in the Department is fifteen (15) minutes; additional charges are in multiples thereof.

29. ACCUMULATION. Unused sick leave accumulates without limit.

##### 30. REQUESTING, GRANTING, AND USING SICK LEAVE.

- a. Reporting Illness or Injury. Employees who are absent due to illness or injury shall notify their supervisors and request leave as soon as possible. As soon as possible means at or before the beginning of the regularly scheduled tour of duty. Extenuating circumstances of a highly unusual nature may prevent timely notification and such circumstances will be carefully considered when evaluating leave requests. Employees are required to request sick leave personally (unless they are too sick to do so) for each day that they are ill or injured unless the supervisor has approved other arrangements. Until such notification is given, supervisors cannot grant sick leave and employees may be considered as absent without leave (AWOL) until such time as they notify their supervisors.

- b. Mandatory Approval of Sick Leave. In certain instances, the approval of requests to use accrued sick leave is mandatory provided the employee has followed leave procedures and submitted acceptable supporting evidence. Sick leave shall be granted to an employee when the employee:

- (1) Is incapacitated for duty by sickness, injury, or pregnancy and confinement. In this context, a handicapped employee who depends on an aid, mechanical or otherwise, to perform work is normally incapacitated without the aid. A seeing-eye dog, a personal assistant, a wheelchair, or any prosthetic device may be considered an extension of the employee and a grant of sick leave for such purposes as training, replacement, or repair is appropriate under the same conditions as any other incapacitation.



CHAPTER 4. SICK LEAVE

- (2) Receives emergency medical, dental, or optical examination or treatment.
- (3) Is required to give care and attention to an immediate family member who is afflicted with a contagious disease (as defined in paragraph 3e of this order).
- (4) Would jeopardize the health of others by coming to work because the employee has been exposed to a contagious disease (as defined in paragraph 3e of this order).
- (5) Meets the requirements for disability retirement.
- (6) Is a disabled veteran who must undergo medical examination or treatment in connection with the disability. In these cases, disabled veterans shall be granted such sick or annual leave or leave without pay (LWOP) as is necessary.

c. Discretionary Approval of Sick Leave.

- (1) Requests for sick leave for nonemergency medical, dental, or optical examination or treatment -- even though submitted with proper supporting evidence -- may be denied if it is determined that the employee's services are needed.
- (2) If the employee fails to follow prescribed procedures for requesting or documenting either emergency or nonemergency sick leave, the request may be denied if the approving authority considers that such extenuating circumstances as would warrant approval did not exist.

d. Proper Use of Sick Leave.

- (1) Sick leave is to be used only for the reasons specified in this paragraph.
- (2) Sick leave is NOT to be granted or used:
  - (a) As a substitute for annual leave.
  - (b) For rest.
  - (c) To care for an immediate family member who does not have a contagious disease (as defined in paragraph 3e of this order).
  - (d) To accompany family members to their medical appointments.



- (3) Requesting, granting, or using sick leave improperly may be grounds for disciplinary or adverse action.

31. SUPPORTING EVIDENCE.

a. General.

- (1) Sick leave may be granted only when supported by evidence which is administratively acceptable.
- (2) A medical certificate or other administratively acceptable evidence as to the reason for the absence is required for all absences in excess of three workdays (or for a lesser period established by the Department component or approving official).
- (3) Approving officials may consider an employee's certification as to the reason for his or her absence as evidence which is administratively acceptable; however, absences in excess of ten workdays must be supported by a medical certificate (or for a lesser period established by the Department component or approving official).

b. Cases Involving Contagious Diseases. In cases where an employee has been exposed to a contagious disease or must care for an immediate family member who has a contagious disease, the following documentation is required:

- (1) Certification from the attending physician or local health authority that it is a disease for which local health authority regulations require that the patient be quarantined, isolated, or restricted as to movement.
- (2) Certification from the attending physician as to how long a patient should be quarantined, isolated, or restricted if the period is not specified in the local health authority regulations.
- (3) Such other documentation as the component or approving official prescribes.

c. Cases Involving Excessive Absenteeism or Possible Abuse of Sick Leave. In those instances in which a problem of excessive absenteeism or the possible abuse of sick leave is developing, supervisors may require supporting evidence or documentation, in addition to that required of other employees, by providing the employee with a written notice which explains:



- (1) The reason for requiring the evidence.
- (2) The type(s) of acceptable evidence (e.g., a certificate from a physician or such other practitioner as may be designated).
- (3) The time frame within which the supporting evidence or documentation must be furnished.
- (4) The conditions for presentation of the supporting evidence in order to obtain approval of subsequent sick leave requests.
- (5) The consequences of not providing such evidence within the prescribed time frame.

d. Failure to Secure Advance Approval of Sick Leave or Submit Acceptable Supporting Evidence. In these cases, an absence is properly recorded as AWOL and changed only when the approving authority determines that circumstances are such that the absence is improperly charged as AWOL or acceptable supporting evidence is submitted within the prescribed time.

32. SUBSTITUTION OF SICK LEAVE FOR ANNUAL LEAVE. Whenever illness or injury occurs during a period of annual leave, the period of illness may be charged as sick leave and the charge to annual leave reduced accordingly. Employees must apply for the substitution within three workdays after returning to duty and must provide any supporting evidence required.

33. BUYING BACK SICK LEAVE UNDER THE WORKERS' COMPENSATION PROGRAM. An employee may use sick and/or annual leave during a period of absence due to an on-the-job injury or illness and, if his or her claim for compensation is approved by the Office of Workers' Compensation Programs, may buy back all or part of the sick leave and have it reinstated to his or her leave account. (See paragraph 18 for those special circumstances which may be involved in buying back regular or restored annual leave.)

34. REQUESTING AND GRANTING ADVANCE SICK LEAVE. Sick leave may be advanced to employees, when required by the exigencies of the situation, in cases of disability or serious illness.

a. Limits on the Amount of Advance Sick Leave That May Be Granted.

- (1) Full-time employees may be granted advance sick leave not to exceed 240 hours.
- (2) Part-time employees may normally be granted advance sick leave not to exceed 120 hours; however, if



circumstances warrant, they may be granted advance sick leave not to exceed 240 hours.

(3) Employees serving probationary or trial periods may be required to exhaust their annual leave before any advance sick leave is granted.

(4) Employees on limited appointments may be advanced sick leave only in the amount which will be earned during the remaining period of employment.

(5) Employees approaching mandatory retirement or those who have applied for optional or discontinued service retirement may be advanced sick leave only in the amount which will be earned prior to the date of retirement.

**b. Requesting Advance Sick Leave.**

(1) An employee must submit a request for advance sick leave as far in advance of the requested period of absence as possible. In the event of injury or sudden illness, advance sick leave may be granted after the fact provided the employee submits any documentation required in support of the request within the time frame established by the approving official.

(2) An employee requesting advance sick leave must submit the following:

- (a) A Standard Form 71, Application for Leave.
- (b) A medical certificate or other administratively acceptable evidence substantiating the reason(s) for the absence.
- (c) Such additional documentation as the Department component or approving official may prescribe.

**c. Granting Advance Sick Leave.**

(1) Employees do not have a vested right to advance leave, regardless of the circumstances, and the approval of requests for advance sick leave is at the discretion of the approving official. Before granting advance sick leave, approving officials should consider the following:

- (a) Whether the employee can be expected to return to duty.

(b) The need for the employee's services.

(c) The benefits in retaining the employee.

(d) The fact that, if the employee separates because of disability or illness (whether by retirement or resignation), the Department has no authority to require repayment of the amount paid to the employee for advance leave.

(2) Approving officials may not grant advance sick leave to an employee:

(a) Who has filed application for disability retirement or has indicated an intention to resign for disability.

(b) When a separation date has been established which would preclude the employee from earning enough leave to repay the advance sick leave.

(c) When there is other evidence that the employee will not return to duty.

35-40. RESERVED.



## CHAPTER 6. LEAVE WITHOUT PAY (LWOP).

### 41. GENERAL INFORMATION.

- a. Leave without pay, commonly referred to as LWOP, is a temporary nonpay status and approved absence from duty granted upon an employee's request. LWOP is an approved absence and is not to be confused with absence without leave or AWOL, which is an unauthorized absence from duty (see paragraph 46).
- b. An employee cannot be placed on LWOP without his or her consent.
- c. LWOP may not be imposed as a penalty nor is it to be used for periods of unauthorized absence.

### 42. LWOP CHARGES. The minimum charge for LWOP in the Department is fifteen (15) minutes; additional charges are in multiples thereof.

### 43. REQUESTING LWOP.

- a. An employee must submit a request for LWOP as far in advance of the requested period of absence as possible. When LWOP cannot be requested in advance because of illness, injury, or other personal emergency, LWOP may be approved after the fact provided the employee submits any required documentation within the time frame established by the Department component or the approving official.
- b. An employee requesting LWOP for 30 days or less must submit the following:
  - (1) A Standard Form 71, Application for Leave.
  - (2) Such additional documentation as the Department component or approving official may prescribe.
- c. An employee requesting extended LWOP of more than 30 days must submit the following:
  - (1) A Standard Form 71, Application for Leave.
  - (2) A memorandum to the approving official detailing the reason(s) for the absence. If the employee is requesting LWOP for medical reasons, he or she must submit a medical certificate or other administratively acceptable evidence substantiating the reason(s) for the absence.
  - (3) Such additional documentation as the Department component or approving official may prescribe.



44. GRANTING LWOP.

a. Administrative Discretion. The authorization of LWOP is at the discretion of the approving official. Even though an employee has a legitimate reason for requesting LWOP, e.g., sickness, injury, or personal emergency, the request may be denied if the employee's services are required or the employee has not followed prescribed leave procedures. Employees are not entitled to be granted LWOP as a matter of right unless the employee is:

- (1) A disabled veteran who is entitled to LWOP, if necessary, to undergo medical examination or treatment in connection with the disability [see paragraph 30b(6)].
- (2) A reservist or National Guardsman who is entitled to LWOP, if necessary, for military training.

b. Guidance for Granting LWOP.

(1) Where the granting of LWOP is discretionary, the circumstances surrounding each request tend to differ from case to case. Initially, an approving official must:

- (a) Decide whether the employee's services are required.
- (b) Determine how long the employee can be absent before the component's need for his or her services becomes critical, e.g., the need for the services of an employee in a key position generally becomes critical in a much shorter time than it does for an employee who is not in a key position.

(2) Each request for LWOP should be examined carefully to assure that the value to the Department or the serious needs of the employee are sufficient to offset the loss of the employee's services and the costs and administrative inconveniences that result when an employee is retained in a LWOP status. Before granting LWOP, approving officials should consider the following:

- (a) Encumbrance of the employee's position.
- (b) Loss of services that may be vital to the organization.



- (c) Obligation to provide employment at the end of the LWOP.
- (d) Six (6) months of LWOP in any calendar year is creditable service for such benefits as retirement and severance pay.
- (e) Eligibility for continued coverage (without cost to the employee) for up to 1 year for life insurance and continued coverage (with payment of employee's portion of the premiums by the employee) for up to 1 year for health insurance benefits.

c. LWOP of More Than 30 Days. Before a request for extended LWOP of more than 30 days is approved, there should be a reasonable expectation that the employee will return to duty at the end of the LWOP. In addition, it should be apparent that AT LEAST ONE of the following benefits would result:

- (1) Fulfillment of parental or family responsibilities (see Chapter 8).
- (2) Increased job ability.
- (3) Protection or improvement of an employee's health.
- (4) Retention of a desirable employee.
- (5) Furtherance of a program of interest to the Government.

d. Approving LWOP of More Than 30 Days. Approval of extended LWOP is proper, all other factors being favorable, to allow an employee to:

- (1) Attend to parental or family responsibilities.
- (2) Continue his or her education, when the course of study or research is in line with a type of work performed by the Department component and would contribute to the component's mission.
- (3) Serve temporarily in a non-Federal or private enterprise when there is a reasonable expectation that the employee will return to duty and the employee's service will contribute to the public welfare and/or the experience gained will serve the interests of the Department component.
- (4) Recover from illness or disability not of a permanent or disqualifying nature, when continued employment or



immediate return to duty would threaten the employee's health or the health of other employees.

(5) Protect his or her status and benefits during the period pending an initial decision by OPM on a disability retirement application.

(6) Protect his or her status and benefits during any period pending action by the Office of Workers' Compensation Programs (OWCP) on a claim resulting from a work-related illness or injury.

(7) Avoid a break in the continuity of service when he or she must relocate to accompany a family member who is employed by the Federal Government or who is a member of the military to a new post of duty.

(8) Serve as an officer or employee of a union representing Federal employees.

e. Documenting LWOP.

(1) When an initial request for extended LWOP of more than 30 days is approved, or when consecutive grants of LWOP of less than 30 days exceed 30 days in the aggregate, a Standard Form 52, Request for Personnel Action, MUST BE SUBMITTED to the servicing personnel office.

(2) A separate Standard Form 52 MUST BE SUBMITTED to the servicing personnel office when the employee returns to duty.

45. DURATION OF EXTENDED LWOP.

a. Legal/Regulatory Time Limits. There are no limits prescribed by law or regulation on the amount of LWOP that can be granted.

b. Departmental Time Limits. Department components may not authorize an initial period of LWOP in excess of 52 calendar weeks except in extraordinary or unusual circumstances, or in furtherance of a program of interest to the Department or the Federal Government when it is known in advance that the initial period of absence will exceed one year.

c. Approval of LWOP in Excess of One Year. Heads of Department components must approve any initial request for extended LWOP which exceeds 52 calendar weeks, and any request for additional LWOP which would cause the employee's LWOP to exceed 52 consecutive calendar weeks.



CHAPTER 7. ABSENCE WITHOUT LEAVE.

46. GENERAL INFORMATION. Absence without leave, commonly referred to as AWOL, is an absence from duty that is not authorized or approved (including leave which is not approved until required supporting evidence or documentation is submitted), or for which a leave request has been denied.
47. AWOL CHARGES. The minimum charge for AWOL in the Department is fifteen (15) minutes; additional charges are in multiples thereof.
48. RECORDING AWOL.
- a. Recording an absence as AWOL is not a disciplinary action; however, AWOL can become the basis for initiating disciplinary action.
  - b. Recording an absence as AWOL does not necessarily mean that the employee has an insufficient reason for requesting leave, but that the employee's presence is required and the reason for requesting leave is one for which approval is not mandatory.
  - c. Absences initially charged as AWOL may, subsequently, be charged to an approved leave category, i.e., annual or sick leave or leave without pay, etc., when:
    - (1) The employee submits the required supporting evidence within the time prescribed by the approving official.
    - (2) The approving official determines that the employee has a satisfactory reason for not obtaining approval for the absence or not notifying his or her supervisor of the reason for the absence in a timely manner.
  - d. Changing AWOL to an approved leave status means that the employee can no longer be disciplined for being AWOL, but may still be subject to discipline for not properly requesting the leave even though it is eventually approved.
  - e. Pay is forfeited for all absences recorded as AWOL.



## CHAPTER 8. LEAVE FOR PARENTAL AND FAMILY RESPONSIBILITIES.

49. GENERAL. Being a parent or prospective parent carries certain responsibilities and creates specific needs for leave that cannot be ignored or even postponed. On the other hand, prolonged absences of employees make it harder to attain organizational goals, and work pressures often make it difficult for managers to be sympathetic to the problems of parents. However, in the long run, responsiveness to family needs works to the advantage of the organization. Striking a proper balance between the needs of the organization and the needs and obligations of employees as parents and family members enables the organization to retain experienced, productive employees and contributes significantly to the morale of the organization.

### 50. REQUESTING, GRANTING, AND USING LEAVE FOR PARENTAL AND FAMILY RESPONSIBILITIES.

- a. Leave for parental and family responsibilities is not a separate category of leave. It is a term which is used to describe situations wherein employees may use annual leave, sick leave, and/or LWOP, as appropriate, to take care of their family-related responsibilities. Sick and annual leave can also be advanced to employees for these purposes.
- b. EMPLOYEES AND APPROVING OFFICIALS MUST FOLLOW THE BASIC RULES SET FORTH FOR ANNUAL LEAVE, SICK LEAVE, AND LWOP IN OTHER CHAPTERS OF THIS ORDER WHEN REQUESTING, GRANTING, DENYING, OR USING THE TYPE(S) OF LEAVE INDICATED FOR THE PARTICULAR SITUATIONS DESCRIBED IN THIS CHAPTER.
- c. Employees should request leave for parental and family responsibilities, in writing, as far in advance as possible, particularly if the absence is to be prolonged, as is the case in leave for childbirth, for the care of a newborn child, or the adoption of a child. This gives management time to make necessary adjustments to cope with the absence, such as finding someone to fill in temporarily or changing work assignments.
- d. Heads of Department components should develop policies on leave for parental and family responsibilities that are compassionate and flexible, yet do not adversely affect the ability of the organization to carry out its mission.
- e. Managers and supervisors should administer leave for parental and family responsibilities equitably and reasonably consonant with workload demands and the availability of resources.



**51. LEAVE FOR CHILDBIRTH.**

**a. Working Conditions - Expectant Mothers.**

- (1) Managers and supervisors should always be aware of any working conditions or strenuous requirements in the workplace that could have an adverse effect on an expectant mother.
- (2) If an employee asks for a change in her duties or assignment based on her doctor's advice, every reasonable effort should be made to accommodate her.
- (3) Medical certification as to the nature of the limitations recommended by the employee's doctor may be requested.
- (4) If accommodations cannot be made, the employee may request leave or be placed on leave, whichever is appropriate under the circumstances.

**b. Physical Incapacitation and Recuperation.**

- (1) Many expectant mothers want to work virtually up to their expected date of delivery while others may need to stop work at some point before their due date for their own health and that of their unborn child. Pregnancy must be treated in the same manner as any other short-term disability and Department Components may not set an arbitrary date at which leave for childbirth must begin.
- (2) Managers and supervisors should bear in mind that it takes longer to recuperate from a Caesarean delivery.
- (3) Sick leave is appropriate for any physical examinations and for the period of physical incapacitation and recuperation associated with childbirth. Periods of recuperation will vary because of the physical condition of the mother and physician's instructions. Annual leave and/or leave without pay are appropriate if the employee does not have sufficient sick leave to cover the period.

**c. Care for Newborn Children.**

- (1) A new mother may need time beyond her recuperation period to adjust to a newborn and develop a close relationship with the infant.



- (2) Fathers may be needed at home during and after the mother's hospitalization to help with household duties or to care for other children. Fathers, too, may need time to build a close relationship with the newborn.
- (3) Parents will often need some time to make arrangements for the care of newborn children before returning to work.
- (4) When considering leave requests for these types of parental responsibilities, supervisors should take into consideration the importance of this period for the well-being of both parents and children.
- (5) Annual leave and/or leave without pay are appropriate for the care of newborn children.

**d. Continued Employment After Childbirth.**

- (1) If an employee wishes to return to work following her period of incapacitation and recuperation due to childbirth, the employee shall be returned to her former position. She may be separated at an earlier date by expiration of appointment, by reduction in force, for cause, or for other reasons unrelated to the maternity absence.
- (2) An employee who has given birth and does not plan to return to work should submit her resignation at the expiration of her period of incapacitation; she may be separated at an earlier date for other reasons unrelated to the maternity absence.

**52. LEAVE FOR ADOPTION OR FOSTER CARE.**

**a. Adoption.**

- (1) Adoption is often a long and arduous process which places many requirements on prospective parents. In addition to appointments for interviews and counseling sessions with adoption agencies, and various legal arrangements, an adoptive parent often must make a commitment to stay home with the adopted child for the first several months.
- (2) In granting leave during this important time, managers and supervisors should give adoptive parents the same consideration as biological parents.
- (3) Leave for adoption may be annual leave or leave without pay; sick leave is not appropriate.



b. Foster Care.

- (1) As with adoptive parents, prospective foster parents may also need time for interviews, counseling sessions, legal arrangements, etc.
- (2) In granting leave during this important time, managers and supervisors should give prospective foster parents the same consideration as biological parents.
- (3) Leave for the purpose of becoming a foster parent may be annual leave or leave without pay; sick leave is not appropriate.

53. LEAVE FOR CHILD CARE.

- a. Well-baby Care. Parents must take their babies for periodic checkups to make sure that the baby is developing properly and is otherwise healthy. The frequency of these checkups generally decreases as the child grows older. These responsibilities only require leave for a few hours or, at most, a day here and there. Although these absences can be scheduled in advance, they are responsibilities that cannot be postponed as readily as other leave plans. Annual leave and leave without pay are appropriate.
- b. Routine Illnesses. Children often suffer minor maladies such as ear infections, colds, stomach ailments, etc. As a result, parents may need to take more unscheduled leave than other employees. There is often nothing a working parent can do except stay home with the child. Fortunately, these routine illnesses are usually short-lived. Annual leave and leave without pay are appropriate.
- c. Children with Special Needs. Parents of children with mental or physical handicaps can be expected to need more unscheduled leave than the parents of children who are not disadvantaged. Managers and supervisors should be aware of this and make reasonable efforts to accommodate these special needs. Annual leave and leave without pay are appropriate.
- d. Contagious Diseases. A parent who must stay home to care for a child with a contagious disease should be granted sick leave in accordance with paragraph 30b(3) of this order.

54. LEAVE FOR OTHER PARENTAL AND FAMILY RESPONSIBILITIES.

- a. School Schedules and Activities. From time to time, parents may have to request leave when schools close or delay their starting times because of inclement weather or other

emergency conditions. At other times, parents may be scheduled for teacher conferences or may wish to attend school plays, sporting events, or other activities in which their children are participating. Managers and supervisors should be flexible in granting leave for these occasions. Annual leave or leave without pay are appropriate for these activities.

- b. Sitters. Young children of a single working parent or a working couple are usually placed in some kind of a day care situation outside the home. Some children are placed with a sitter, rather than in a day care center. Sitters get sick, need time off for personal reasons, and have emergencies. This means that the working parent may have no alternative but to stay home with the child. Annual leave or leave without pay are appropriate.
- c. Elderly Parents and Other Dependents. One of the more typical family responsibilities is the care for the elderly and infirm. There will be times when employees will need time off to attend to the medical and personal needs of elderly parents and other dependents. Annual leave and leave without pay are appropriate.



## CHAPTER 9. COURT LEAVE.

55. GENERAL. Court leave is an authorized absence from work status, without charge to leave or loss of pay, which is granted to employees for jury service, or for attending judicial proceedings in a nonofficial capacity as a witness on behalf of a State or local government, or in a nonofficial capacity as witness on behalf of a private party in connection with any judicial proceeding to which the United States, the District of Columbia, or a State or local government is a party.

### 56. JURY SERVICE.

a. Requesting Excusal from Jury Service. Department components will not request that employees be excused from jury service except in cases of real necessity. Any employee may, of course, request exemption for compelling personal reasons on his or her own initiative.

b. Duration of Jury Service. An employee who is under proper summons from a court to serve on a jury should be granted court leave from the date stated in the summons on which the employee is to report to the time the employee is discharged by the court, regardless of the number of hours per day or days per week the employee actually serves on the jury during the period. However, the term of jury service does not include time during which the employee is excused or discharged by the court for an indefinite period subject to call by the court or for a definite period in excess of one day.

c. Interim Excusal from Jury Service. Department components may require an employee entitled to court leave because of jury service to return to duty if the employee is excused from jury service for one day or even a substantial part of a day. However, the employee may not be required to return to duty if it would work a hardship on him or her; for example, an employee who is assigned to night duty or one who lives or works a long way from the place where the court is held. Employees who are expected to return to work when excused from jury service, but who prefer not to, must request annual leave or leave without pay.

#### d. Jury Fees.

(1) Federal Courts. An employee serving as juror in any Federal court may not receive a fee from the court for jury service which is covered by court leave.

(2) State or Local Courts. An employee serving as a juror in a State or local court must return fees received for



jury service which is covered by court leave to his or her payroll office.

- (3) Reimbursement for Expenses. Payment which represents reimbursement for actual and necessary expenses incidental to service as a juror may be retained by the employee. (The employee should obtain documentation from the court that such payment does not represent a fee for jury service.)

57. WITNESS SERVICE.

- a. Judicial Proceeding. This term includes any action, suit, or other proceeding of a judicial nature (including any condemnation, preliminary, informational, or other such proceeding), but does not include an administrative proceeding.

- b. Witness in an Official Capacity. When an employee is summoned or assigned by the Department to testify in his or her official capacity or to produce records at a judicial proceeding, the employee is in an official duty status, as distinguished from a leave status, and is entitled to his or her regular pay.

- c. Witness in a Nonofficial Capacity.

- (1) When an employee is summoned or assigned by the Department to testify in a nonofficial capacity on behalf of the United States or the government of the District of Columbia, the employee is in an official duty status as distinguished from a leave status, and entitled to his or her regular pay.

- (2) When an employee is summoned as a witness in a judicial proceeding to testify in a nonofficial capacity on behalf of a State or local government, or on behalf of a private party in connection with any judicial proceeding to which the United States, the District of Columbia, or a State or local government is a party, the employee is entitled to court leave during the time he or she is absent as a witness.

- (3) When an employee appears as a witness in a nonofficial capacity on behalf of a private party in connection with any judicial proceeding to which the United States, the District of Columbia, or a State or local government is not a party, the employee is not entitled to court leave and must request annual leave or LWOP for this type of absence.



d. Overtime. An employee who performs witness service in an official duty status on days for which the employee would have been entitled to receive overtime pay had he or she rendered service in his or her regular position is entitled to the overtime he or she would have received on those days.

e. Witness Fees.

(1) An employee who serves as a witness on behalf of the United States or the government of the District of Columbia may not be paid witness fees.

(2) An employee who serves as a witness: on behalf of a State or local government; in an official capacity on behalf of a private party; or in a nonofficial capacity on behalf of a private party in a judicial proceeding to which the United States, the District of Columbia, or a State or local government is a party, must collect the authorized witness fees and turn them over to his or her payroll office.

(3) An employee who serves as a witness in a nonofficial capacity on behalf of a private party in a judicial proceeding to which the United States or the District of Columbia or a State or local government is not a party is entitled to keep the witness fees.

f. Travel Expenses.

(1) An employee who serves as a witness on behalf of the United States or the District of Columbia, or in an official capacity as witness on behalf of a State or local government or a private party is entitled to government travel expenses which are to be offset to the extent they are paid by the court, authority, or party which caused the employee to be summoned.

(2) An employee who serves in a nonofficial capacity as a witness is entitled to keep any travel expenses paid by the court, authority, or party which caused the employee to be summoned.

58. GRANTING COURT LEAVE.

a. Permanent and temporary employees with regularly scheduled tours of duty may be granted court leave.

b. Substitute, when-actually-employed, and intermittent employees may not be granted court leave.



DOJ 1630.1B  
Jul. 22, 1991

c. Employees on leave without pay, although otherwise eligible may not be granted court leave when called to jury service since court leave is available only to employees who, except for jury service, would be on duty or leave with pay.

59. **COURT LEAVE GUIDE.** The chart shown in figure 9-1 synthesizes the instructions on absences of employees in connection with court or court-related services by indicating the varying conditions for absences and the proper time and attendance recording for each, together with any right to (and retention of) fees for services rendered and any right to payment for travel expenses.

**FIGURE 9-1. EMPLOYEE ABSENCES FOR COURT OR COURT-RELATED SERVICES.**

Nature of service	Type of Absence			Fees		Govt. travel expenses		
	Court leave	Official duty	Annual leave or LWOP	No	Yes		No	Yes*
					Retain	Turn in to agency		
I. Jury Service								
A. U.S. or D.C. court-----	X	-----	-----	X	-----	-----	X	-----
B. State or local court-----	X	-----	-----	--	-----	X	X	-----
II. Witness Service								
A. On behalf of U.S. or D.C. government-----	-----	X	-----	X	-----	-----	--	X
B. On behalf of State or local government-----	-----	-----	-----	--	-----	-----	--	-----
1. in official capacity----	-----	X	-----	--	-----	X	--	X
2. not in official capacity--	X	-----	-----	--	-----	X	X	-----
C. On behalf of private party-----	-----	-----	-----	--	-----	-----	-----	-----
1. in official capacity----	-----	X	-----	--	-----	X	--	X
2. not in official capacity--	-----	-----	-----	--	-----	-----	-----	-----
a. when a party is U.S., D.C., or State or local government-----	X	-----	-----	--	-----	X	X	-----
b. when a party is not U.S., D.C., or State or local government--	-----	-----	X	--	X	-----	X	-----

\*Offset to the extent paid by the court, authority, or party which caused the employee to be summoned.



## CHAPTER 10. MILITARY LEAVE.

### 60. GENERAL.

- a. Entitlement. Employees who are members of a reserve component of the Armed Forces or the National Guard are entitled to military leave for active duty or active duty for training.
- b. Reserve Components. The reserve components of the Armed Forces are:
  - (1) The Army Reserve.
  - (2) The Navy Reserve.
  - (3) The Marine Corps Reserve.
  - (4) The Air Force Reserve.
  - (5) The Coast Guard Reserve.
  - (6) The Army National Guard of the United States.
  - (7) The Air National Guard of the United States.
- c. Distinction Between Military Leave and Military Furlough. MILITARY LEAVE is absence with pay which normally does not exceed 15 calendar days per fiscal year for active duty or active duty for training while MILITARY FURLOUGH is absence due to extended active duty for general service with the Armed Forces.

### 61. COVERAGE.

- a. Employees Eligible for Military Leave.
  - (1) Full-time employees with permanent, TAPER, or term appointments, or temporary appointments of one year or more.
  - (2) Part-time career employees (16-32 hour tour per week) as defined in section 3401(2), title 5, United States Code.
- b. Employees Not Eligible for Military Leave.
  - (1) Employees with temporary appointments of less than one year.
  - (2) Employees with temporary appointments not to exceed one year.



(3) Employees with intermittent work schedules.

(4) Part-time employees with schedules of less than 16 hours per week or more than 32 hours per week.

62. ENTITLEMENT.

a. Active Duty or Active Duty for Training.

(1) Full-time employees who perform active duty or active duty for training are entitled to military leave at the rate of 15 days per fiscal year.

(2) Part-time career employees who perform active duty or active duty for training are entitled to military leave at that percentage of the rate prescribed under paragraph 62a(1) which is determined by dividing the number of hours in the employee's regularly scheduled workweek by 40. This rate of accrual is based upon the number of hours in the regularly scheduled workweeks of the employees and not upon the number of hours they may work in a week.

b. Active Duty for Law Enforcement Purposes.

(1) Full-time employees who are activated for either Federal or State service to enforce the law during periods of civil disturbance, domestic violence, insurrection, rebellion, etc., are entitled to military leave with pay not to exceed 22 WORKDAYS IN A CALENDAR YEAR.

(2) Employees who perform active duty for law enforcement purposes for more than 22 workdays in a calendar year may use any unused military leave which is available for active duty or training to cover the excess.

c. Parade or Encampment of Members of the National Guard of the District of Columbia. Full-time employees who are members of the National Guard of the District of Columbia are entitled to military leave with pay for all days (no limit) of parade or encampment ordered or authorized under title 39, District of Columbia Code.

d. Offsetting Military Pay Against Civilian Pay. Employees who perform active duty as described in paragraph 62b or 62c are subject to the provisions of 5 U.S.C. 5519, that is, their salaries earned as Reservists or Guardsmen will be deducted from their civilian pay.



63. CHARGES.

- a. The minimum charge for military leave is one day and additional charges are in multiples thereof.
- b. Nonworkdays falling within a period of absence on military training duty are charged against the days of military leave allowed during the fiscal year, but nonworkdays occurring at the beginning or end of the period are not.

64. ACCUMULATION.

- a. Military leave that is not used in a fiscal year accumulates for use in the succeeding fiscal year; however, no more than 15 days may be carried over into the succeeding fiscal year. The total maximum accumulation for military leave is 30 days in any fiscal year.
- b. Unused military leave which is carried forward for use in the succeeding fiscal year is in addition to the days which are credited at the beginning of the fiscal year.
- c. That fractional part of a day of military leave which accrues to a part-time career employee during a fiscal year, cannot be used or rounded off. It is carried forward into the succeeding fiscal year, provided it does not cause the amount forwarded to exceed 15 days.

65. REQUESTING MILITARY LEAVE.

- a. Requests for military leave will be accompanied by written military orders or other acceptable certification by the employee's reserve component.
- b. Upon returning to duty, the employee will furnish documentation which shows and certifies the actual days served on active duty or active duty for training.

66. GRANTING MILITARY LEAVE.

- a. Right to Military Leave. The right to military leave or a leave of absence to perform necessary military service is generally absolute, and requests for such leave will normally be granted upon request. However, the request for such leave must be reasonable, both in the context of the employee's military obligation and the requirements of the Department.
- b. Reasonableness of Request.
  - (1) Requests to perform active or inactive duty for training, particularly when they recur frequently,



should not be viewed as requiring automatic approval. While the right to a leave of absence to perform necessary military duty is generally absolute, the length of absence requested, the number of times absence is requested, and the amount of notice provided by the employee must be reasonable both in the context of the Reservist's military obligation and the requirements of the Department component.

- (2) Each request should be weighed in terms of the workload of the Department component and the extent to which the employee's services can be spared. In situations where the request appears to be unreasonable, or the employee cannot be spared from his or her civilian duties, the approving official should contact the military unit and attempt to make some other mutually satisfactory arrangements for the training (e.g., reschedule the active duty for training) before the request is approved.

- c. Full-Time or Part-Time Employees. If these employees are not entitled to, do not request, or have exhausted their military leave, they shall be granted annual leave or leave without pay (LWOP), as requested, for the performance of active or inactive duty for training, provided the request is reasonable.
- d. Temporary Employees (Appointed for 1 Year or Less). These employees may be granted annual leave or LWOP for the performance of active or inactive duty for training.
- e. Employees Ordered to an Initial Period of Active Duty for Training of Not Less Than 3 Consecutive Months. These employees may, at the option of the Department component, be granted annual leave or LWOP, as requested, or be furloughed or separated.
- f. Employees (Except Temporary Employees) Who are to Continue on Active Duty for an Extended Period (Usually More Than 1 Year). These employees shall be furloughed or separated after exhausting any requested military leave to which they are entitled.
- g. Furloughing or Separating Employees for Military Service. Department components should be aware that the life insurance of an employee who enters military service on active duty or active duty for training will continue without cost for up to twelve months. An individual who is SEPARATED by a Department component is no longer an employee for life insurance purposes and FEGLI coverage must terminate. Approving officials should consider this outcome



when deciding whether an employee should be separated,  
furloughed, or placed on leave of absence.

## CHAPTER 11. HOME LEAVE.

### 67. GENERAL. In this chapter:

- a. Home Leave is leave authorized by section 6305(a) of title 5, United States Code, and earned by service abroad for use in the United States, in the Commonwealth of Puerto Rico, or in the territories or possessions of the United States.
- b. Month is that period which runs from a given day in one month through the date preceding the numerically corresponding day in the next month.
- c. Service Abroad is service on and after September 6, 1960, by an employee at a post of duty outside the United States and outside the employee's place of residence if his or her place of residence is in the Commonwealth of Puerto Rico or a territory or possession of the United States.

### 68. COVERAGE. An employee who meets the requirements of section 6304(b) of title 5, United States Code, for the accumulation of a maximum of 45 days of annual leave, earns and may be granted home leave, in accordance with section 6305(a) of that title, Subpart F of Part 630, Code of Federal Regulations, and this chapter.

### 69. COMPUTATION OF SERVICE ABROAD. Service abroad begins with the date of the employee's arrival at a post of duty outside the United States, or on the date of entrance on duty if recruited abroad, and ends on the date of departure from the post for separation or for assignment in the United States, or on the date of separation from duty when separated abroad. Such service includes:

- a. Absence in a nonpay status up to a maximum of two workweeks within each 12 months of service abroad.
- b. Authorized leave with pay.
- c. Time spent in the Armed Forces of the United States which interrupts service abroad (but only for eligibility, not leave-earning purposes).
- d. A period of detail.

### 70. EARNING RATES. For each 12 months of service abroad, employees earn home leave at the following rates:

#### a. Fifteen Calendar Days.

- (1) An employee who accepts an appointment to, or occupies a position for which the Department has prescribed the



requirement that the incumbent accept assignments anywhere in the world as the needs of the Department dictate. (This applies primarily to positions where an employee's whole career is subject to reassignment from one location to another, with much of his or her time to be spent in overseas areas.)

(2) An employee serving at a post for which a 20 percent or higher foreign or nonforeign (but not tropical) pay differential is authorized.

b. Ten Calendar Days. An employee not included in paragraph 70a of this paragraph who receives a foreign or territorial (but not tropical) pay differential of at least 10 and less than 20 percent.

c. Five Calendar Days. An employee working abroad who is not included in paragraphs 70a or b.

71. COMPUTATION OF HOME LEAVE. Home leave is earned and credited on a monthly basis as shown in figure 11-1 for each of the leave-earning categories described in paragraph 70:

FIGURE 11-1. COMPUTATION OF HOME LEAVE.

Months of Service Abroad	Earning Rate (days for each 12 months)		
	15	10	5
	Days Earned		
1 . . . . .	1	0	0
2 . . . . .	2	1	0
3 . . . . .	3	2	1
4 . . . . .	5	3	1
5 . . . . .	6	4	2
6 . . . . .	7	5	2
7 . . . . .	8	5	2
8 . . . . .	10	6	3
9 . . . . .	11	7	3
10 . . . . .	12	8	4
11 . . . . .	13	9	4
12 . . . . .	15	10	5

72. CHANGE IN EARNING RATE. When an employee moves between different home leave-earning rates during a month of service abroad, or when a change in the pay differential results in a change in the home leave-earning rate, the employee shall be credited with



the amount of home leave for the month at the rate to which he or she was entitled before the change in the home leave-earning rate.

73. MAXIMUM ACCUMULATION. Home leave may accumulate without limit, but cannot be used as terminal leave nor can a lump-sum payment be made therefor.

74. CHARGES. The minimum charge for home leave is one day and additional charges are in multiples thereof.

75. ENTITLEMENT. An employee is entitled to home leave only when he or she has completed a basic service period of 24 months of continuous service abroad (or after a shorter period of such service if the employee's assignment is terminated for the convenience of the Government). This basic service period is broken by:

a. A break in service of one or more workdays.

b. An assignment (other than a detail) to a position in which the employee is no longer subject to section 6305(a) of title 5, United States Code.

76. GRANTING HOME LEAVE.

a. Authority. The granting of home leave is at the discretion of those officials authorized to approve such leave. Home leave may be granted in combination with other leaves of absence.

b. Limitations.

(1) Home leave may be granted only for use in the United States, the Commonwealth of Puerto Rico, or a territory or possession of the United States.

(2) Home leave may be granted only during an employee's period of service abroad, or within a reasonable period after his or her return from service abroad when it is contemplated that the employee will return to service abroad immediately or upon completion of an assignment in the United States.

(3) Home leave not granted during a period named in paragraph 76b(2) may be granted only when the employee has completed a further substantial period of service abroad. This further substantial period of service abroad may not be less than the tour of duty prescribed for the employee's post of assignment, except when an authorized official determines that an earlier grant of home leave is warranted in an individual case.



77. **REFUND.** An employee is indebted for home leave used when he or she fails to return to service abroad after the period of home leave, or after the completion of an assignment in the United States. However, a refund for this indebtedness is not required when:

- a. The employee has completed not less than six month's service in an assignment in the United States following the period of home leave;
- b. It is determined that the employee's failure to return was due to compelling personal reasons of a humanitarian or compassionate nature, such as may involve physical or mental health or circumstances over which the employee has no control; or
- c. It is determined that it is in the public interest not to return the employee to the overseas assignment.

78. **TRANSFER AND RECREDIT.** An employee is entitled to have his or her home leave account transferred or recredited when he or she moves between agencies or is reemployed without a break in service of more than 90 days.

## CHAPTER 12. FUNERAL LEAVE.

### 79. GENERAL.

- a. Funeral leave is granted to allow an employee to make arrangements for, or to attend the funeral of, or memorial service for, an immediate relative who dies as a result of wounds, disease, or injuries incurred as a member of the Armed Forces while serving in a combat zone.
- b. An immediate relative means:
  - (1) Spouse and parents thereof.
  - (2) Children, including adopted children, and spouses thereof.
  - (3) Parents.
  - (4) Brothers and sisters, and spouses thereof.
  - (5) Any person related by blood or affinity whose close association with the deceased was such as to have been the equivalent of a family relationship.
- c. Armed Forces means the Army, Navy, Air Force, Marine Corps, and Coast Guard.
- d. Combat zone means those areas determined by the President in accordance with section 112 of the Internal Revenue Code.

80. RESTRICTIVE NATURE OF FUNERAL LEAVE. The requirement that funeral leave be granted is limited rather strictly by the inclusion of the words "in a combat zone" in section 112 of the Internal Revenue Code. This inclusion effectively precludes the granting of funeral leave in connection with the deaths of servicemen incurred in the line of duty elsewhere in the world.

81. FUNERAL LEAVE CHARGES. Funeral leave granted should be recorded on time and attendance reports in the OTHER column with an appropriate explanation under REMARKS.

### 82. REQUESTING AND GRANTING FUNERAL LEAVE.

- a. Requesting Funeral Leave. An employee requesting funeral leave must submit the following:
  - (1) A Standard Form 71, Application for Leave.
  - (2) Such additional documentation as the Department component or approving official may prescribe.



b. Granting Funeral Leave.

- (1) Approving officials shall grant an employee such funeral leave as is needed and requested by the employee, not to exceed three (3) workdays, without loss of or reduction in pay, leave, or credit for time or service, and without affecting the employee's performance or efficiency rating.
- (2) Funeral leave may be granted only from a prescribed tour of duty, including regularly scheduled overtime.
- (3) The leave granted need not be consecutive, but if not, the employee must submit a memorandum to the approving official which contains satisfactory reasons justifying a grant of funeral leave for nonconsecutive days.

CHAPTER 13. TIME OFF FOR RELIGIOUS OBSERVANCES.

83. GENERAL.

- a. Department components may grant employees time off from their regular work schedules for religious observances and permit them to work compensatory overtime to offset the lost work time.
- b. The premium pay provisions for overtime work in title 5, United States Code and the Fair Labor Standards Act (FLSA) do not apply to overtime work performed to compensate for time off for religious observances. Overtime work under these conditions is not convertible to pay under title 5 or the FLSA.

84. TIME FRAME FOR TAKING AND REPAYING TIME OFF. Employees may perform the compensatory overtime work to make up for the time off for religious observances either before or after the time off.

a. Overtime Work Performed in Advance of the Time Off.

- (1) When overtime work is performed in advance, the time off for religious observances must be taken within six (6) pay periods of the pay period in which it was earned.
- (2) Time off not taken within this time frame will be forfeited.

b. Overtime Work Performed After the Time Off.

- (1) When overtime work is performed after the time off, it must be repaid by an equal amount of overtime work within six (6) pay periods following the pay period in which the employee was absent.
- (2) Time off that is not repaid within this time frame will be charged to annual leave or LWOP (as requested by the employee).

85. EARNING RATES. Employees who elect to work overtime as a substitute for time off from their regular tours of duty for religious observances shall be granted an equal amount of time off (in lieu of overtime pay) in increments of fifteen (15) minutes.

86. CHARGES. The minimum charge for time off for religious observances is fifteen (15) minutes; additional charges are in multiples thereof.



87. REQUESTING TIME OFF. An employee requesting time off or requesting to work compensatory overtime in advance of taking time off for religious observances must submit the following to the approving official as far in advance of the requested period of absence or overtime work as possible:

- a. A Standard Form 71, Application for Leave, and/or other form prescribed by the Department component or approving official, specifying the time period in which the employee will work the compensatory overtime to offset the time off for religious observances.
- b. Such other documentation as the Department Component or approving official may prescribe.

88. GRANTING TIME OFF AND AUTHORIZING COMPENSATORY OVERTIME.

- a. Approving officials shall make every effort to honor employee requests for time off for religious observances.
- b. Requests may be denied only if the requested change in work schedule would interfere with the ability of an organization to accomplish its mission effectively.

89. RECORDING TIME OFF OR COMPENSATORY OVERTIME WORKED. Time off or compensatory overtime worked should be charged on time and attendance reports as follows:

- a. Object Class 1465 - Religious Observance - Off.
- b. Object Class 1466 - Religious Observance - Worked.



## CHAPTER 14. EXCUSED ABSENCE/ADMINISTRATIVE LEAVE.

### 90. GENERAL.

- a. Excused Absence/Administrative Leave. An excused absence is an absence from duty which is administratively authorized without loss of pay or charge to leave. Excused absence is commonly referred to as administrative leave and, even though this term is not specifically recognized in legislation or by regulation, it is construed as having the same meaning as excused absence for the purposes of this order.
- b. Official Duty v. Excused Absence. Employees who are on official duty for travel, training, or to represent the Department at conferences, etc., are covered by the Office of Workers' Compensation Programs (OWCP) and the Federal Tort Claims Act. Conversely, employees who have been granted excused absence without loss of pay or charge to leave are not on official duty and are not covered by the OWCP or the Federal Tort Claims Act.
- c. Authority.
  - (1) This authority is to be exercised with extreme care and may be used only when no statute, regulation, or executive order operates directly to relieve employees from duty.
  - (2) Excused absence may be authorized only for employees who would otherwise be in a duty status or on authorized leave with pay.
  - (3) Ordinarily, excused absence is authorized on an individual basis; however, under certain conditions, excused absence may be authorized for groups of employees.

91. EXCUSED ABSENCE FOR INDIVIDUAL EMPLOYEES. Generally, the heads of Department components determine the situations for which excused absence will be authorized for individual employees. Some of the more common situations for which excused absence may be authorized are:

- a. Tardiness and Brief Absence. An employee may be excused for up to one hour for tardiness or other brief absence from duty for reasons which are acceptable to the employee's supervisor.
- b. Voting and Registration. An employee who wishes to vote or register to vote in any election or in referendums on a



civic matter in his or her community may be excused from duty for a reasonable time for that purpose, as follows:

- (1) Generally, where the polls are not open at least three hours before or after an employee's regular hours of work, the employee may be granted an amount of excused absence which will permit the employee to report for work three hours after the polls open or leave work three hours before the polls close, whichever requires the lesser amount of time off.
- (2) Under exceptional circumstances when the general rule does not permit sufficient time, an employee may be excused for such additional time as may be needed to enable the employee to vote, depending upon the particular circumstances in the individual case, but not to exceed a full day in any case.
- (3) If an employee's voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, the employee may be granted sufficient time off in order to make the trip to the voting place to cast a ballot. Where more than one day is required to make the trip to the voting place, a liberal leave policy shall be observed. Time off in excess of one day shall be charged to annual leave or leave without pay.
- (4) An employee who votes in a jurisdiction which requires registration in person may be granted time off to register on substantially the same basis as for voting, except that no such time shall be granted if registration can be accomplished on a nonworkday and the place of registration is within reasonable one-day, round-trip travel distance of the employee's place of residence.

- c. Blood Donation. An employee who donates blood may be excused for up to four hours for recuperative purposes.
- d. Employee Assistance Program (EAP) Counseling. An employee may be excused to attend counseling sessions with an EAP counselor from a Department component. An employee who is referred for treatment outside of the Department must request sick leave, annual leave, or leave without pay for this purpose.
- e. Conferences or Conventions. An employee may be excused to attend a conference or convention when it is determined that attendance will serve the best interests of the Department. Excused absences of this type may be restricted to those



situations in which the employee is an official of the organization involved or is a contributor on the agenda.

- f. Federal Civil Service Examinations. An employee may be granted excused absence to take a Federal Civil Service Examination for a position for which the employee is to be considered.
- g. Physical Examinations. An employee is to be granted excused absence to take a physical examination required by the Department of Justice or other Federal agency, by the Armed Forces for entry into active duty or the Reserves, or one required by a local draft board.
- h. Participation in Military Funerals. An employee who is a veteran may be excused up to four (4) hours in a day to participate as a pall bearer, member of a firing squad, or guard of honor in a funeral ceremony for a member of the Armed Forces whose remains are returned from abroad for burial.
- i. Injuries Sustained in the Performance of Duty. An employee who is injured in the performance of duty shall, after obtaining treatment for the injury, be excused for the balance of the day on which the injury occurred if circumstances warrant. An employee who has sustained an apparent disabling, job-related, traumatic injury and elects the 45-calendar day continuation of pay provision under Public Law 93-416 shall be given excused absence for up to 45 days.
- j. Civil Defense Activities. An employee may be excused to participate in Federally recognized civil defense programs for a reasonable amount of time not to exceed forty (40) hours in a calendar year.
- k. Swearing-in Ceremonies. The head of a Department component may excuse an employee who has passed a bar examination for the time necessary to be sworn into membership in the bar. Excused absence not to exceed eight hours each way may also be granted for travel time to and from the swearing-in ceremony.
- l. Training Sponsored by a Labor Organization. An employee serving as a union representative may be excused to attend a training session sponsored by a labor organization provided the subject matter of the training is of mutual concern to the Department and the employee in his capacity as a union representative.



92. EXCUSED ABSENCE FOR GROUPS OF EMPLOYEES. Excused absence may be authorized for groups of employees in the following situations.

a. Closing an Activity. When it becomes necessary to close Federal installations or offices (or portions thereof) for brief periods when:

(1) The normal operations of an establishment are interrupted by events beyond the control of management or employees, such as emergency conditions caused by extreme weather conditions, fires, floods, or serious interruption to public transportation services.

(2) Machines break down, power failures occur, or structures need to be repaired or rebuilt.

(3) It is in the public interest to relieve employees from work to participate in civil activities which the Federal Government is interested in encouraging.

(4) Federal work may not be properly performed because of a local holiday. When such holidays occur, employees must actually be prevented from working by one of the following circumstances:

(a) The building or office in which the employees work is physically closed, or building services essential to proper performance of work are not operating.

(b) Local transportation services are discontinued or interrupted to the point where employees are prevented from reporting to their work location.

(c) The duties of the employees consist largely of dealing directly with employees and officials of local establishments which are closed in observance of the holiday and there are no other duties (consistent with their normal duties) to which the employees can be assigned on the holiday.

b. Hot or Cold Working Conditions.

(1) Dismissals due to unusual employment or work conditions created by a temporary disruption of air cooling or heating systems should be rare. Employees are expected to work if conditions in the workplace are reasonably adequate even though these conditions are not normal and may involve minor discomfort.



- (2) Individual employees affected by unusual levels of temperature to the extent that they are incapacitated for duty, or to the extent that continuance on duty would affect their health, may be granted annual or sick leave.
- (3) Before administrative excusal may be granted, it must be clearly established by reasonable standards of judgment that the conditions are such as to actually prevent working. When making such decisions, management officials must take into consideration the physical requirements of the positions involved as well as the temperature of the work area.

c. Adverse Weather Conditions.

- (1) Washington Metropolitan Area. Decisions to curtail Federal operations due to adverse weather conditions in the Washington D.C. metropolitan area will be made by the Director, Office of Personnel Management (OPM) and the Department will follow the OPM guidelines given in appendix 1.

(a) During Normal Working Hours.

- 1 When OPM decides to curtail Federal operations due to adverse weather conditions, OPM will notify the Director, Personnel Staff, Justice Management Division.
- 2 The Personnel Staff will then notify Department components of the dismissal time for Zone 1 residents. Zones 1, 2, 3, and 4 are shown in figure 1. Zone 1 residents will be released to go home first, appendix 1, paragraph 13.
- 3 Employees who live in Zones 2, 3, and 4 will be dismissed at half-hour intervals thereafter.

- (b) During Nonworking Hours. OPM will make every effort to notify the news media by 6:00 a.m., of its late arrival or closure decision. The standard media announcements are listed in appendix 1, paragraph 10.

- (2) Field Office Locations. The heads of Federal Executive Boards or similar organizations of Federal officials are responsible for the development and dissemination of special adverse weather leave policies and



procedures for their locales. The Personnel Staff will not be involved in adverse weather dismissal or closure decisions affecting these field locations.

(2) Individual employees affected by unusual levels of weather are incapacitated by weather conditions on duty. Sick leave. (3) Before administrative excusal may be granted, it must be clearly established by reasonable standards of judgment that the conditions are such as to actually prevent working. When making such decisions, management officials must take into consideration the physical requirements of the positions involved as well as the temperature of the work area.

Adverse Weather Conditions

(1) Washington Metropolitan Area. Decisions to curtail Federal operations due to adverse weather conditions in the Washington D.C. metropolitan area will be made by the Director, Office of Personnel Management (OPM) and the Department will follow the OPM guidelines given in appendix I.

During Normal Working Hours

1 When OPM decides to curtail Federal operations due to adverse weather conditions, OPM will notify the Director, Personnel Staff, Justice Management Division.  
2 The Personnel Staff will then notify Department components of the dismissal time for Zone 1 residents. Zones 1, 2, 3, and 4 are shown in figure 1. Zone 1 residents will be released to go home first, appendix 1, paragraph 13.  
3 Employees who live in Zones 2, 3, and 4 will be dismissed at half-hour intervals thereafter.

(b) During Nonworking Hours. OPM will make every effort to notify the news media by 6:00 a.m., of its late arrival or closure decision. The standard media announcements are listed in appendix 1, paragraph 10.

(2) Field Office Locations. The heads of Federal Executive Boards or similar organizations of Federal officials are responsible for the development and dissemination of special adverse weather leave policies and



APPENDIX 1. U.S. OFFICE OF PERSONNEL MANAGEMENT AREA  
EMERGENCY DISMISSAL OR CLOSURE PROCEDURES FOR  
THE WASHINGTON, D.C. AREA.

1. INTRODUCTION.

- a. The following guidelines are intended to coordinate decisions made by Federal agencies concerning group dismissals or closure of activities in emergency situations in the Washington, D.C., area. These guidelines apply to snow emergencies, severe icing conditions, floods, earthquakes, hurricanes, air pollution, power failures, interruption of public transportation, and other situations in which significant numbers of employees are prevented from reporting for work on time or which require agencies to close all or part of their activities. These procedures apply to all executive agencies (except the U.S. Postal Service) inside the Washington Capital Beltway. Facilities outside the Beltway may prefer to develop their own plans, since they normally are subject to different emergency and traffic conditions than those inside the Beltway.
- b. The concentration of Federal workers in the Washington, D.C., area requires that any change in their work hours because of emergency conditions be coordinated carefully with municipal and regional officials to minimize disruption of the highway and transit systems. For this reason it is essential that, to the extent possible, Federal agencies in the metropolitan area comply with this area-wide plan and the announced decisions on dismissal or closure. Independent action by agencies should be avoided. Some agencies may need to exclude certain offices or activities--especially those in the outlying areas--from the plan. These agencies should notify the Office of Personnel Management of such exemptions and update such notices when necessary. Application of this guidance must be consistent with the provisions of applicable collective bargaining agreements or other controlling policies, authorities, and instructions. Nothing in this plan is intended to limit an agency's authority to grant or deny leave or manage its workforce.

2. OPM RESPONSIBILITIES.

- a. In the Washington, D.C., area, the Office of Personnel Management is the Federal Government's point of contact with the municipal governments and regional organizations, such as the Washington Metropolitan Area Transit Authority (METRO). The designated official at OPM will consult with appropriate municipal and regional officials before a decision on closure, dismissal, or special leave treatment



is made and will brief the Director of OPM on highway, transit, and emergency conditions.

- b. The Director of OPM will then make a decision on whether to curtail Federal operations. This decision will be based on the need to keep Federal operations functioning as normally as possible and on concern for the safety of Federal employees.
- c. If the emergency occurs before normal working hours, OPM will make every effort to notify the news media by 6 a.m. of the policy to be announced. If the emergency occurs during work hours, OPM will notify agency personnel directors by telephone of any dismissal policy. Some agencies with law enforcement or emergency responsibilities have the Federal Emergency Management Agency's GP-2200 communications circuit. OPM will transmit the announcements on this circuit. Communication centers should be instructed to notify their personnel offices of the announcements.

### 3. AGENCY RESPONSIBILITIES.

- a. At least annually, agencies should provide written procedures for emergency dismissal to employees working in the Washington, D.C., area. The notice should tell employees how they will be notified and include the text of the media announcements to be used and a detailed explanation of their meaning. (See paragraph 4.) The notice also should explain that accrued compensatory time may be used instead of leave or leave without pay (LWOP), if requested by the employee.
- b. At least annually, agencies should identify essential personnel and notify them in writing that they are designated as essential. The notice should include the requirement that essential personnel report for, or remain at, work in emergency situations and an explanation that DISMISSAL OR CLOSURE ANNOUNCEMENTS DO NOT APPLY to them unless they are instructed otherwise. If an agency determines that a situation requires nonessential personnel to report for, or remain at, work, the agency should establish a procedure for notifying them individually.
- c. Agencies are responsible for determining closure, dismissal, and leave policies for employees on shift work and for informing them of these decisions. Instructions concerning employees on flexitime are found in FPM supplement 990-2, book 610, appendix C, and, for employees on alternative work schedules, in FPM supplement 990-2, book 620.



- d. Occasionally in emergency situations, individual employees may face special family situations (e.g., when employees are expected to report to work, but the schools open late or are closed). OPM will not provide the media with an announcement to cover these situations. Agencies should notify employees of procedures to be followed when this occurs and should be as flexible and understanding as possible in approving leave in these situations.

4. **EMERGENCIES BEFORE THE WORKDAY BEGINS.**

- a. OPM will provide one of the following announcements to the media when an emergency occurs before the workday begins. Agencies must explain the meaning of these announcements to employees because this will not be included in the media announcements.

- (1) **FEDERAL AGENCIES ARE OPEN; EMPLOYEES ARE EXPECTED TO REPORT FOR WORK ON TIME.** (Means Federal agencies will open on time, and employees are expected to report for work as scheduled.)
- (2) **FEDERAL AGENCIES ARE OPERATING UNDER A DELAYED ARRIVAL POLICY; REASONABLE DELAYS IN REPORTING FOR WORK WILL BE EXCUSED.** (Means Federal agencies will open on time, but reasonable delays in reporting for work will be excused without loss of pay or charge to leave for employees who experience serious commuting delays.)
- (3) **FEDERAL AGENCIES ARE OPERATING UNDER A LIBERAL LEAVE POLICY; EMPLOYEES MAY TAKE LEAVE WITHOUT PRIOR APPROVAL.** (Means Federal agencies will open on time, but employees not designated as essential may take annual leave or leave without pay (LWOP) without the prior approval of their supervisors. Employees designated as essential are expected to report for work on time.)
- (4) **FEDERAL AGENCIES ARE OPERATING UNDER A DELAYED ARRIVAL/LIBERAL LEAVE POLICY; REASONABLE DELAYS IN REPORTING FOR WORK WILL BE EXCUSED, AND EMPLOYEES MAY TAKE LEAVE WITHOUT PRIOR APPROVAL.** (Means Federal agencies will open on time, but reasonable delays in reporting for work will be excused without loss of pay or charge to leave for employees who experience serious commuting delays, and employees not designated as essential may take annual leave or LWOP without the prior approval of their supervisors. Employees designated as essential are expected to report for work on time.)



(5) **FEDERAL AGENCIES ARE CLOSED.** (Means employees not designated as essential are excused from duty without loss of pay or charge to leave. Employees designated as essential are expected to report for work on time.)

b. In determining the amount of excused absence to grant employees who experience commuting delays, agencies should consider such factors as distance, availability and mode of transportation, and the success of other employees in similar situations.

c. Workdays on which a Federal activity is closed are nonworkdays for leave purposes. Because leave cannot be charged for nonworkdays (5 U.S.C. 6302(a)), employees who are on leave approved before the closure also must be granted excused absence. (Note: This does not apply to employees on LWOP pending disability retirement or while in receipt of workers' compensation, on military leave, on suspension, or in a nonpay status on the workday before AND after the closure. These employees are not entitled to excused absence and should remain in their current status.)

**5. EMERGENCIES DURING NORMAL WORK HOURS.**

a. OPM is unlikely to announce an early dismissal of Federal employees when an emergency develops during normal work hours because the bus and subway systems would find it difficult to organize an early rush hour. However, when early dismissal is authorized by OPM, employees should be dismissed in accordance with the Residential Zone Dismissal Plan developed by the Metropolitan Washington Council of Governments. OPM will inform agencies of the dismissal time for Zone 1 residents. (The dismissal time for Zone 1 residents will be at least 1 hour after METRO and traffic officials have been notified to prepare for an outbound rush.) Residents of other Zones will be dismissed at half-hour intervals thereafter. Supervisors should exempt individual employees from authorized dismissal times under this plan only to avoid hardships (e.g., when an employee's carpool driver is dismissed earlier or when younger children are released early from school and no alternative forms of child care are available to the employee). When individual employees are exempted from authorized dismissal times, no leave should be charged to the employee. The Residential Zone for each employee will be determined as follows (and as shown on the attached map):

(1) Zone 1 residents live beyond Montgomery, Prince George's, and Fairfax Counties.

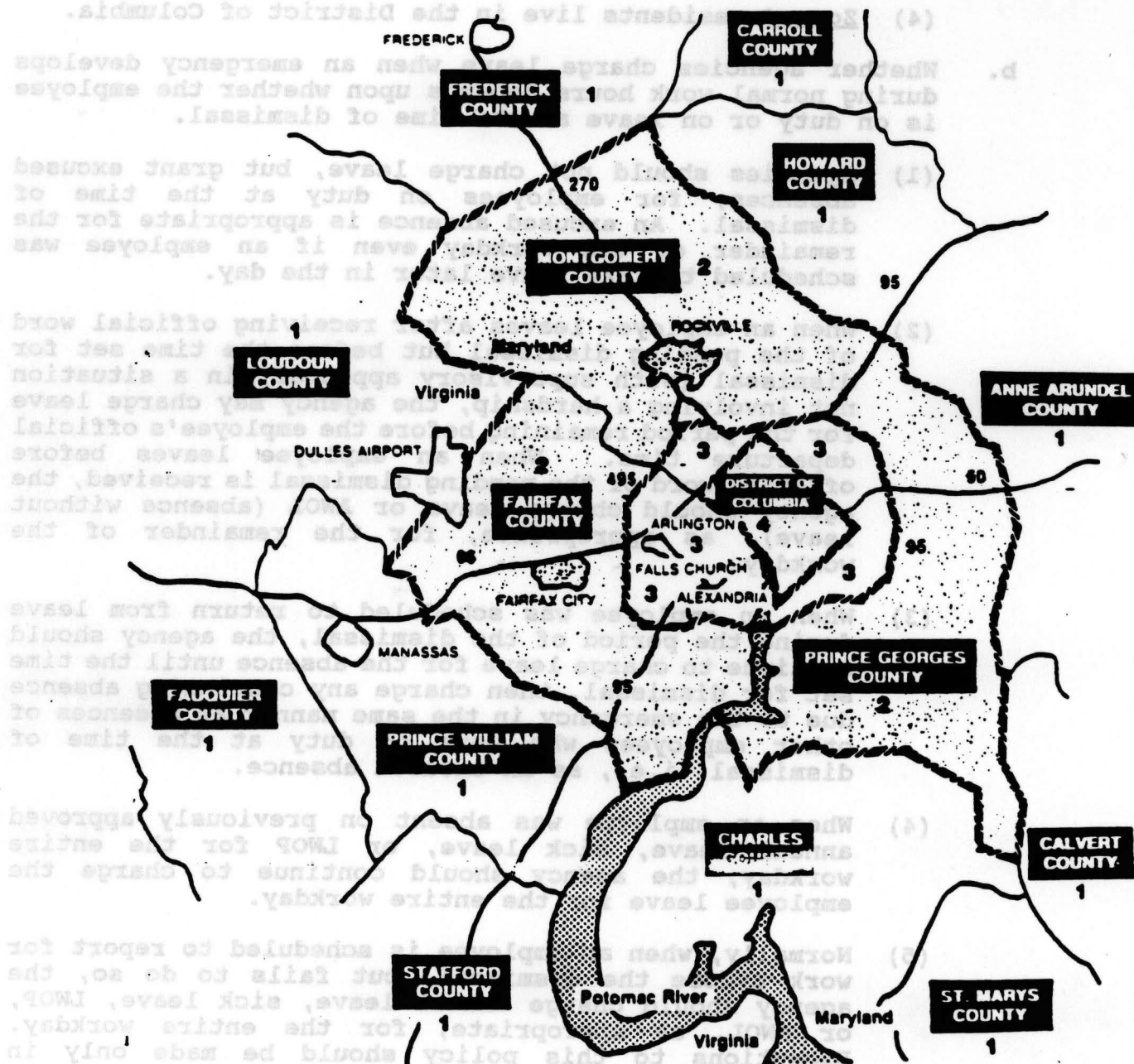


- (2) Zone 2 residents live in portions of Montgomery, Prince George's, and Fairfax Counties that lie outside the Beltway.
  - (3) Zone 3 residents live inside the Beltway, but outside the District of Columbia.
  - (4) Zone 4 residents live in the District of Columbia.
- b. Whether agencies charge leave when an emergency develops during normal work hours depends upon whether the employee is on duty or on leave at the time of dismissal.
- (1) Agencies should not charge leave, but grant excused absences, for employees on duty at the time of dismissal. An excused absence is appropriate for the remainder of the workday even if an employee was scheduled to take leave later in the day.
  - (2) When an employee leaves after receiving official word of the pending dismissal but before the time set for dismissal (with supervisory approval) in a situation not involving a hardship, the agency may charge leave for the period remaining before the employee's official departure time. When an employee leaves before official word of the pending dismissal is received, the agency should charge leave or AWOL (absence without leave), as appropriate, for the remainder of the workday.
  - (3) When an employee was scheduled to return from leave during the period of the dismissal, the agency should continue to charge leave for the absence until the time set for dismissal, then charge any continuing absence due to the emergency in the same manner as absences of other employees who were on duty at the time of dismissal, i.e., as an excused absence.
  - (4) When an employee was absent on previously approved annual leave, sick leave, or LWOP for the entire workday, the agency should continue to charge the employee leave for the entire workday.
  - (5) Normally, when an employee is scheduled to report for work before the dismissal, but fails to do so, the agency should charge annual leave, sick leave, LWOP, or AWOL, as appropriate, for the entire workday. Exceptions to this policy should be made only in unusual circumstances.



Figure 1.

# Council of Governments Residential Zone Dismissal Plan for the Washington Metropolitan Area



Numbers Represent Dismissal Stages



# FEW

1400 Eye Street, Northwest  
Suite 425  
Washington, DC 20005-2252

Working for  
the advancement  
of women  
in government

F E D E R A L L Y  
E M P L O Y E D  
W • O • M • E • N

92 NOV 12 PM 11

PHONE: 202-898-0994  
FAX: 202-898-0998

EXECUTIVE SECRETARY

November 10, 1992

The Honorable William P. Barr  
Attorney General  
U.S. Department of Justice  
Tenth Street and Constitution Avenue, N.W.  
Washington, DC 20530

Dear Attorney General Barr:

Federally Employed Women, Inc. (FEW) is conducting a survey of 29 of the largest Federal departments and agencies to examine the policies which accommodate personal and family medical emergencies. We are particularly interested in collecting information on Family and Medical leave, the Voluntary Leave Bank, and the Voluntary Leave Transfer program.

FEW is the only international non-profit organization representing all female federal employees. The issue of family and medical leave availability and its effectiveness in helping employees to juggle work and family responsibilities is of great importance not only to the millions of women employed by the government but to all federal employees.

Please return the enclosed questionnaire by COB November 25, 1992. If you have any questions, please contact Lynn Eppard, Legislative Director at (202) 898-0994.

Thank you for your time and participation in helping us to gather this information which is vital to all federal employees.

Sincerely,

CAROLYN M. KROON  
National President

Enclosure as stated



**JUGGLING WORK AND FAMILY:  
SURVEY ON  
POLICIES ACCOMMODATING  
PERSONAL AND FAMILY  
MEDICAL LEAVE**



**FEDERALLY EMPLOYED WOMEN, INC.  
1400 Eye Street, NW  
Suite 425  
Washington, D.C. 20005  
(202) 898-0994**

## CURRENT FAMILY AND MEDICAL LEAVE POLICY

1. Has your Department developed an official family and medical leave policy? (If YES, please enclose.)

☐ YES ☐ NO

If YES, when was the policy originated? \_\_\_\_\_ Last updated? \_\_\_\_\_

2. Does the family and medical leave policy allow for:

	YES	NO
• maternity leave?	<input type="checkbox"/>	<input type="checkbox"/>
• paternity leave?	<input type="checkbox"/>	<input type="checkbox"/>
• employee use of leave for a sick child?	<input type="checkbox"/>	<input type="checkbox"/>
• employee use of leave for other family illness?	<input type="checkbox"/>	<input type="checkbox"/>
• use of leave without pay for family illness?	<input type="checkbox"/>	<input type="checkbox"/>

3. Has your Department established a standard for participation in your family and medical leave policy based on the type of medical emergency that occurs?

☐ YES ☐ NO

4. Is it required that an employee make a commitment to return to work in order to participate in your family and medical leave program?

☐ YES ☐ NO

5. What is the minimum amount of leave that an employee can use under your current family and medical leave policy? \_\_\_\_\_ the maximum? \_\_\_\_\_

6. How many employees requested leave as part of the family and medical leave program for their own personal illnesses during the FY 1992? If possible, provide numbers by gender, age, and race. If that level of specificity is not available, provide total numbers.

Female	_____	Age: 18-29 years	_____
Male	_____	30-45 years	_____
		46-59 years	_____
		60+ years	_____
Caucasian, not Hispanic	_____		
African American	_____		
Hispanic	_____		
Native American	_____	Total	_____
Asian/Pacific Islander	_____		
Other	_____		



7. How many employees were **granted** leave as part of the family and medical leave program for their own **personal illnesses** during the FY 1992? If possible, provide numbers by gender, age, and race. If that level of specificity is not available, provide total numbers.

Female	_____	Age: 18-29 years	_____
Male	_____	30-45 years	_____
		46-59 years	_____
		60+ years	_____
Caucasian, not Hispanic	_____		
African American	_____		
Hispanic	_____		
Native American	_____	Total	_____
Asian/Pacific Islander	_____		
Other	_____		

8. How many employees **requested** leave as part of the family and medical leave program for **family related illnesses** during the FY 1992? If possible, provide numbers by gender, age, and race. If that level of specificity is not available, provide total numbers.

Female	_____	Age: 18-29 years	_____
Male	_____	30-45 years	_____
		46-59 years	_____
		60+ years	_____
Caucasian, not Hispanic	_____		
African American	_____		
Hispanic	_____		
Native American	_____	Total	_____
Asian/Pacific Islander	_____		
Other	_____		

9. How many employees were **granted** leave as part of the family and medical leave program for **family related illnesses** during the FY 1992? If possible, provide numbers by gender, age, and race. If that level of specificity is not available, provide total numbers.

Female	_____	Age: 18-29 years	_____
Male	_____	30-45 years	_____
		46-59 years	_____
		60+ years	_____
Caucasian, not Hispanic	_____		
African American	_____		
Hispanic	_____		
Native American	_____	Total	_____
Asian/Pacific Islander	_____		
Other	_____		

## USE OF SICK LEAVE

1. When was the current sick leave policy originated? \_\_\_\_\_ Last updated? \_\_\_\_\_  
(Please enclose a copy of the current sick leave policy.)

2. Does the sick leave policy allow for:

	YES	NO
• maternity leave?	<input type="checkbox"/>	<input type="checkbox"/>
• paternity leave?	<input type="checkbox"/>	<input type="checkbox"/>
• employee use for a sick child?	<input type="checkbox"/>	<input type="checkbox"/>
• employee use for other family illness?	<input type="checkbox"/>	<input type="checkbox"/>

3. What was the average sick leave use per employee during the FY 1992? If possible, provide information by gender, age, and race. If that level of specificity is not available, please give total average.

Female	_____	Age: 18-29 years	_____
Male	_____	30-45 years	_____
		46-59 years	_____
		60+ years	_____
Caucasian, not Hispanic	_____		
African American	_____		
Hispanic	_____		
Native American	_____	Total	_____
Asian/Pacific Islander	_____		
Other	_____		

4. How many employees were informally and/or formally disciplined for sick leave abuse during the FY 1992? \_\_\_\_\_



## CURRENT LEAVE SHARING POLICY

1. Has your Department developed an official leave sharing policy? (If YES, please enclose.)

☐ YES ☐ NO

If YES, when was the policy originated? \_\_\_\_\_ Last updated? \_\_\_\_\_

2. Does the policy include:

	YES	NO
Voluntary Leave Transfer?	<input type="checkbox"/>	<input type="checkbox"/>
Voluntary Leave Bank?	<input type="checkbox"/>	<input type="checkbox"/>

3. Has your Department established a standard for participation in your leave sharing policy based on the type of medical emergency that occurs?

☐ YES ☐ NO

4. Is it required that an employee make a commitment to return to work in order to participate in the leave sharing program?

☐ YES ☐ NO

5. Does this leave sharing policy allow:

	YES	NO
maternity leave?	<input type="checkbox"/>	<input type="checkbox"/>
paternity leave?	<input type="checkbox"/>	<input type="checkbox"/>
employee use for a sick child?	<input type="checkbox"/>	<input type="checkbox"/>
employee use for family illnesses?	<input type="checkbox"/>	<input type="checkbox"/>

6. Is there a standard for participation in this program based on the amount of leave that an employee donates?

☐ YES ☐ NO

7. What is the minimum amount of leave that an employee can use under the current leave sharing policy? \_\_\_\_\_ the maximum? \_\_\_\_\_

8. For those employees who participated, what was the average amount of leave donated during the FY 1992? \_\_\_\_\_

9. How many employees **requested** leave as part of the leave sharing program for their own **personal illnesses** during the FY 1992? If possible, provide the numbers by gender, age, and race. If that level of specificity is not available, please give total average.

Female	_____	Age: 18-29 years	_____
Male	_____	30-45 years	_____
		46-59 years	_____
		60+ years	_____
Caucasian, not Hispanic	_____		
African American	_____		
Hispanic	_____		
Native American	_____	Total	_____
Asian/Pacific Islander	_____		
Other	_____		

10. How many employees were **granted** leave as part of the leave sharing program for their own **personal illnesses** during the FY 1992? If possible, provide the numbers by gender, age, and race. If that level of specificity is not available, please give total average.

Female	_____	Age: 18-29 years	_____
Male	_____	30-45 years	_____
		46-59 years	_____
		60+ years	_____
Caucasian, not Hispanic	_____		
African American	_____		
Hispanic	_____		
Native American	_____	Total	_____
Asian/Pacific Islander	_____		
Other	_____		

11. How many employees **requested** leave as part of the leave sharing program for **family related illnesses** during the FY 1992? If possible, provide the numbers by gender, age, and race. If that level of specificity is not available, please give total average.

Female	_____	Age: 18-29 years	_____
Male	_____	30-45 years	_____
		46-59 years	_____
		60+ years	_____
Caucasian, not Hispanic	_____		
African American	_____		
Hispanic	_____		
Native American	_____	Total	_____
Asian/Pacific Islander	_____		
Other	_____		



12. How many employees were granted leave as part of the leave sharing program for family related illnesses during the FY 1992? If possible, provide the numbers by gender, age, and race. If that level of specificity is not available, please give total average.

Female	_____	Age: 18-29 years	_____
Male	_____	30-45 years	_____
		46-59 years	_____
		60+ years	_____
Caucasian, not Hispanic	_____		
African American	_____		
Hispanic	_____		
Native American	_____	Total	_____
Asian/Pacific Islander	_____		
Other	_____		

## GENERAL WORKFORCE INFORMATION

### 1. Total number of civilian employees.

RACE/ETHNICITY	MALE	FEMALE
Caucasian, not Hispanic	_____	_____
African American	_____	_____
Hispanic	_____	_____
Native American	_____	_____
Asian/Pacific Islander	_____	_____
Other	_____	_____
AGE		
18-29 years	_____	_____
30-45 years	_____	_____
46-59 years	_____	_____
60+ years	_____	_____
GRADE LEVEL		
GS 1-4	_____	_____
GS 5-8	_____	_____
GS 9-12	_____	_____
GS/GM 13-15	_____	_____
GS/GM 16 & above	_____	_____

### 2. Is there an official federal labor union presence in your Department?

☐ YES      ☐ NO

If YES, please provide number of employees officially identified as part of the collective bargaining unit(s) in each of the appropriate labor unions.

American Federation of Government Employees	_____
National Treasury Employees Union	_____
National Federation of Federal Employees	_____
National Association of Government Employees	_____
Other labor unions, please list:	_____
_____	_____
_____	_____
_____	_____
_____	_____



3. Does any negotiated collective bargaining agreement currently cover **family and medical leave policy**? (If YES, please enclose).

☐ YES      ☐ NO      Name of union: \_\_\_\_\_

Does any negotiated collective bargaining agreement currently cover **leave sharing programs**? (If YES, please enclose).

☐ YES      ☐ NO      Name of union: \_\_\_\_\_

4. Please indicate whether the following professional associations are officially sanctioned to function within your Department?

	YES	NO
Blacks in Government	<input type="checkbox"/>	<input type="checkbox"/>
Federally Employed Women	<input type="checkbox"/>	<input type="checkbox"/>
Federal Managers Association	<input type="checkbox"/>	<input type="checkbox"/>
IMAGE	<input type="checkbox"/>	<input type="checkbox"/>
Professional Managers Association	<input type="checkbox"/>	<input type="checkbox"/>
Senior Executives Association	<input type="checkbox"/>	<input type="checkbox"/>
Others, please list.		

---

---

---

---

---

---

## ADDITIONAL COMMENTS

It is our hope that questions above will provide a comprehensive review of your family and medical leave and leave sharing program policies. If there is any additional information that you believe is relevant to this collection of information, please comment below.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Thank you for your cooperation and prompt attention.



DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: CONYERS, CONG. JOHN AND LANTOS, CONG. TOM CHMN  
To: AG. ODD: 11-23-92  
Date Received: 11-19-92 Date Due: 03-01-93 Control #: X921119168339  
Subject & Date

11-17-92 LETTER FROM THE CHAIRMAN, COMTE ON GOVERNMENT  
OPERATIONS, AND THE CHAIRMAN, SUBCOMTE ON EMPLOYMENT AND  
HOUSING, REGARDING THE COMMITTEE'S BROAD REVIEW OF PERSONNEL  
ACTIONS ACROSS THE EXECUTIVE BRANCH. REQUEST INFORMATION  
ON ALL NON-CAREER PERSONNEL WHO HAVE OBTAINED CAREER  
POSITIONS SINCE JANUARY 1, 1992. FOR EACH TRANSFER OR  
APPOINTMENT IDENTIFIED, THE MEMBERS REQUEST THE DATE OF THE  
PERSONNEL ACTION AND THE NAME AND SOCIAL SECURITY NUMBER \*\*

	Referred To:	Date:		Referred To:	Date:	
(1)	OLA;HOLSCLAW	01-11-93	(5)			W/IN:
(2)	OLA;BURTON	02-10-93	(6)			
(3)	JMD;COLGATE	02-16-93	(7)			PRTY:
(4)	OLA;BURTON	02-22-93	(8)			1S
	INTERIM BY:			DATE:		OPR:
	Sig. For: OLA			Date Released: 02-25-93		MLH

Remarks

(1) JMD FURTHER RESPONSE (2) LTRS FOR REVIEW AND  
SIGNATURE. YEW  
01-15-93: OLA RESPONDED FURTHER ON 01-13-93 AND ORIGINAL  
HAND DELIVERED BY OLA MESSENGER ON 01-11-93. COPY TO JMD,  
AG & LEGIS. FILES. (MLH)  
(2) JMD FURTHER RESPONSE (2) LETTER FOR SIGNATURE. YEW  
(3) RETURNED FOR REVISIONS. RETURN TO EXEC. SEC.,

Other Remarks:

ROOM 4400-AA. WITH MARKED UP COPY. (MMH)  
(4) JMD REVISED LETTERS (2) FOR SIGNATURE. YEW  
02-25-93: ACTING AAG BURTON SIGNED LTR. DATED 02-25-93 IN  
E.S. AND HAND DEL. TO THE HILL VIA OLA MESSENGER. COPIES TO  
AG, JMD AND LEGISLATIVE FILES. YEW  
OLA CONTACT: FAITH BURTON (514-1653)

FILE: PERSONNEL/GENERAL

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*

17 NOVEMBER 92

DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: CONYERS, CONG. JOHN AND LANTOS, CONG. TOM CHMN  
To: AG. ODD: 11-23-92  
Date Received: 11-19-92 Date Due: 01-18-93 Control #: X92111916833  
Subject & Date

11-17-92 LETTER FROM THE CHAIRMAN, COMTE ON GOVERNMENT  
OPERATIONS, AND THE CHAIRMAN, SUBCOMTE ON EMPLOYMENT AND  
HOUSING, REGARDING THE COMMITTEE'S BROAD REVIEW OF PERSONNEL  
ACTIONS ACROSS THE EXECUTIVE BRANCH. REQUEST INFORMATION  
ON ALL NON-CAREER PERSONNEL WHO HAVE OBTAINED CAREER  
POSITIONS SINCE JANUARY 1, 1992. FOR EACH TRANSFER OR  
APPOINTMENT IDENTIFIED, THE MEMBERS REQUEST THE DATE OF THE  
PERSONNEL ACTION AND THE NAME AND SOCIAL SECURITY NUMBER \*\*

	Referred To:	Date:	Referred To:	Date:	
(1)	JMD;FLICKINGER	11-19-92	(5)		W/IN:
(2)	OLA;RAWLS	12-18-92	(6)		
(3)			(7)		PRTY:
(4)			(8)	OLA;HOLSCLAW 01-11-93	1S
	INTERIM BY:		DATE:		OPR:
	Sig. For: OLA		Date Released: SEE "9"		MLH

Remarks

\*\* OF THE INDIVIDUAL INVOLVED AS WELL AS THE TYPE OF  
APPOINTMENT AND TITLE OF THE PREVIOUS AND CURRENT POSITION  
HELD BY THE INDIVIDUAL. INFORMATION REQUESTED BY  
DECEMBER 1, 1992.

INFO CC: OAG, OAG (STEVENS), DAG, ASG, OLA (BURTON).

(1) PREPARE RESPONSE FOR AAG/OLA SIGNATURE AND RETURN TO  
EXEC. SEC., WITH COPY OF INCOMING, FOR TRANSMITTAL TO OLA.

Other Remarks:

(2) JMD LETTERS (2) FOR SIGNATURE. YEW  
12-22-92: AAG RAWLS SIGNED LETTER WHICH WAS DATED 12-22-92  
IN EXEC SEC AND HAND DELIVERED BY OLA MESSENGER. OLA REQ.  
CC TO RANKING MINORITY MEMBERS. COPY TO JMD, AG & LEGIS.  
FILES. (MLH)  
OLA CONTACT: FAITH BURTON (514-1653)  
11/19/92 TTR FYI  
FILE: PERSONNEL/GENERAL  
J921119 4648

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*





U. S. Department of Justice

Office of Legislative Affairs

Office of the Assistant Attorney General

Washington, D.C. 20530

FEB 25 1993

The Honorable John Conyers, Jr.  
Chairman  
Committee on Government Operations  
U.S. House of Representatives  
Washington, DC 20515-6143

Dear Mr. Chairman:

This is in further response to your November 17, 1992 request for information concerning all noncareer personnel in the Department of Justice who have obtained career positions since January 1992.

The following employee obtained a career-type position:

Harry L. Kelso, who held a Schedule C position in the excepted service as Counsel to the Assistant Attorney General, GS-0905-15, Environment and Natural Resources Division (ENRD), was converted to a Schedule A appointment in the excepted service as a Trial Attorney, GS-0905-14, ENRD, Land Acquisition Section, effective January 10, 1993.

In the event we become aware of additional information related to your request, we will provide this information to you promptly. If you have questions regarding this or any other matter, please do not hesitate to contact this office.

Sincerely,

Faith Burton  
Acting Assistant Attorney General



U. S. Department of Justice

Office of Legislative Affairs

Office of the Assistant Attorney General

Washington, D.C. 20530

FEB 25 1993

The Honorable Tom Lantos  
Chairman  
Subcommittee on Employment  
and Housing  
U.S. House of Representatives  
Washington, DC 20515-6143

Dear Mr. Chairman:

This is in further response to your November 17, 1992 request for information concerning all noncareer personnel in the Department of Justice who have obtained career positions since January 1992.

The following employee obtained a career-type position:

Harry L. Kelso, who held a Schedule C position in the excepted service as Counsel to the Assistant Attorney General, GS-0905-15, Environment and Natural Resources Division (ENRD), was converted to a Schedule A appointment in the excepted service as a Trial Attorney, GS-0905-14, ENRD, Land Acquisition Section, effective January 10, 1993.

In the event we become aware of additional information related to your request, we will provide this information to you promptly. If you have questions regarding this or any other matter, please do not hesitate to contact this office.

Sincerely,

Faith Burton  
Acting Assistant Attorney General





U. S. Department of Justice

Office of Legislative Affairs

Office of the Assistant Attorney General

Washington, D.C. 20530

January 13, 1993

The Honorable John Conyers, Jr.  
Chairman  
Committee on Government Operations  
U.S. House of Representatives  
Washington, DC 20515-6143

Dear Mr. Chairman:

This is in further response to your November 17, 1992 request for information concerning all noncareer personnel in the Department of Justice who have obtained career positions since January 1992.

In addition to the information previously provided in our December 22, 1992 letter, the following employee obtained a career position:

Richard C. Weatherbee, who held a noncareer position in the Senior Executive Service as an Assistant to the Attorney General, ES-301-02, was converted based on his reinstatement eligibility to a career appointment as a Law Enforcement Committee Coordinator, GM-301-15, in the Office of the United States Attorney, Denver, Colorado, on April 5, 1992.

In the event we become aware of additional information related to your request, we will provide this information to you promptly. If you have questions regarding this or any other matter, please do not hesitate to contact this office.

Sincerely,

Kevin Holsclaw  
Acting Assistant Attorney General



U. S. Department of Justice

Office of Legislative Affairs

---

Office of the Assistant Attorney General

Washington, D.C. 20530

January 13, 1993

The Honorable Tom Lantos  
Chairman  
Subcommittee on Employment  
and Housing  
Committee on Government Operations  
U.S. House of Representatives  
Washington, DC 20515-6143

Dear Mr. Chairman:

This is in further response to your November 17, 1992 request for information concerning all noncareer personnel in the Department of Justice who have obtained career positions since January 1992.

In addition to the information previously provided in our December 22, 1992 letter, the following employee obtained a career position:

Richard C. Weatherbee, who held a noncareer position in the Senior Executive Service as an Assistant to the Attorney General, ES-301-02, was converted based on his reinstatement eligibility to a career appointment as a Law Enforcement Committee Coordinator, GM-301-15, in the Office of the United States Attorney, Denver, Colorado, on April 5, 1992.

In the event we become aware of additional information related to your request, we will provide this information to you promptly. If you have questions regarding this or any other matter, please do not hesitate to contact this office.

Sincerely,

Kevin Holsclaw  
Acting Assistant Attorney General





U.S. Department of Justice

Office of Legislative Affairs

Office of the Assistant Attorney General

Washington, D.C. 20530

DEC 22 1992

The Honorable John Conyers, Jr.  
U.S. House of Representatives  
Washington, DC 20515-6143

Dear Congressman Conyers:

This is in response to your request for information concerning all noncareer personnel in the Department of Justice who have obtained career positions since January 1992.

(1) Four former employees in Schedule C positions were appointed to career positions in the competitive service or "career-type" positions in the excepted service. One noncareer member of the Senior Executive Service was appointed to a "career-type" position in the excepted service:

Robert Hinchman, who held a Schedule C position in the excepted service as an Attorney-Advisor, GS-905-13, Office of Policy and Communications, was converted to a Schedule A appointment in the excepted service as an Attorney-Advisor, GS-905-13, in the same office, effective October 4, 1992.

Kandie A. Williams, who held a Schedule C position in the excepted service as a Special Assistant, GS-301-12, Office of Policy and Communications, was converted to a career-conditional appointment in the competitive service as a Program Analyst, GS-343-12, Organized Crime and Drug Enforcement Task Force, on March 22, 1992.

Rosanne S. Cannon, who held a Schedule C position in the excepted service as an Attorney-Advisor, GS-905-14, Office of Legislative Affairs, was converted to a Schedule A appointment in the excepted service as an Attorney-Advisor, GS-905-14, in the same office on June 14, 1992.

Timothy J. Shea, who held a noncareer position in the Senior Executive Service as an Associate Deputy Attorney General, ES-905-02, Office of the Deputy Attorney General, was appointed as an Assistant

The Honorable John Conyers, Jr.

2

United States Attorney, AD-905-00, in the Office of the United States Attorney for the Eastern District of Virginia, on November 1, 1992.

Henry L. Curry, III, who held a Schedule C position in the excepted service as a Deputy Director, GM-301-15, Department of Justice, Office of Legal Policy, was converted to a career-conditional appointment in the competitive service as an Asylum Officer, GM-930-14, in the Immigration and Naturalization Service, Office of International Affairs, Asylum Branch, on February 23, 1992.

(2) At the present time, temporary, limited term/emergency, or expert/consultant appointments have not been made to appoint noncareer personnel as described above.

(3) Based on a search of personnel records, there are no instances in which noncareer positions have been converted to career positions.

(4) Santal B. Manos, who was formerly employed by Senator Rudman on the Senate Governmental Affairs Committee, was given a career appointment in the competitive service under the provisions of the Ramspeck Act (5 U.S.C. § 3304 (c)), as a Budget Analyst, GS-560-14, Executive Office for U.S. Trustees, on October 18, 1992.

(5) Based on a search of personnel records, no appointments have been made on the basis of service in the White House.

(6) A search of personnel records does not show that noncareer appointees were given appointments pursuant to direct-hire authority, delegated examining authority, or special name requests.

(7) We are not aware of any anticipated appointments of the types described in items (1) through (6).

We are still in the process of verifying the completeness of our response to your request. If you have questions regarding this or any other matter, please do not hesitate to contact this office.

Sincerely,



W. Lee Rawls  
Assistant Attorney General

cc: The Honorable Frank Horton  
Ranking Minority Member





U.S. Department of Justice

Office of Legislative Affairs

Office of the Assistant Attorney General

Washington, D.C. 20530

DEC 22 1992

The Honorable Tom Lantos  
Chairman  
Subcommittee on Employment  
and Housing  
U.S. House of Representatives  
Washington, DC 20515-6143

Dear Mr. Chairman:

This is in response to your request for information concerning all noncareer personnel in the Department of Justice who have obtained career positions since January 1992.

(1) Four former employees in Schedule C positions were appointed to career positions in the competitive service or "career-type" positions in the excepted service. One noncareer member of the Senior Executive Service was appointed to a "career-type" position in the excepted service:

Robert Hinchman, who held a Schedule C position in the excepted service as an Attorney-Advisor, GS-905-13, Office of Policy and Communications, was converted to a Schedule A appointment in the excepted service as an Attorney-Advisor, GS-905-13, in the same office, effective October 4, 1992.

Kandie A. Williams, who held a Schedule C position in the excepted service as a Special Assistant, GS-301-12, Office of Policy and Communications, was converted to a career-conditional appointment in the competitive service as a Program Analyst, GS-343-12, Organized Crime and Drug Enforcement Task Force, on March 22, 1992.

Rosanne S. Cannon, who held a Schedule C position in the excepted service as an Attorney-Advisor, GS-905-14, Office of Legislative Affairs, was converted to a Schedule A appointment in the excepted service as an Attorney-Advisor, GS-905-14, in the same office on June 14, 1992.

Timothy J. Shea, who held a noncareer position in the Senior Executive Service as an Associate Deputy Attorney General, ES-905-02, Office of the Deputy

Attorney General, was appointed as an Assistant United States Attorney, AD-905-00, in the Office of the United States Attorney for the Eastern District of Virginia, on November 1, 1992.

Henry L. Curry, III, who held a Schedule C position in the excepted service as a Deputy Director, GM-301-15, Department of Justice, Office of Legal Policy, was converted to a career-conditional appointment in the competitive service as an Asylum Officer, GM-930-14, in the Immigration and Naturalization Service, Office of International Affairs, Asylum Branch, on February 23, 1992.

(2) At the present time, temporary, limited term/emergency, or expert/consultant appointments have not been made to appoint noncareer personnel as described above.

(3) Based on a search of personnel records, there are no instances in which noncareer positions have been converted to career positions.

(4) Santal B. Manos, who was formerly employed by Senator Rudman on the Senate Governmental Affairs Committee, was given a career appointment in the competitive service under the provisions of the Ramspeck Act (5 U.S.C. § 3304 (c)), as a Budget Analyst, GS-560-14, Executive Office for U.S. Trustees, on October 18, 1992.

(5) Based on a search of personnel records, no appointments have been made on the basis of service in the White House.

(6) A search of personnel records does not show that noncareer appointees were given appointments pursuant to direct-hire authority, delegated examining authority, or special name requests.

(7) We are not aware of any anticipated appointments of the types described in items (1) through (6).

We are still in the process of verifying the completeness of our response to your request. If you have questions regarding this or any other matter, please do not hesitate to contact this office.

Sincerely,



W. Lee Rawls  
Assistant Attorney General

cc: The Honorable Ronald K. Machtley

Ranking Member, Committee on the Judiciary  
H. R. 60048 (HR 16447) DocId: 70106516 Page 194



JOHN CONYERS, JR., MICHIGAN,  
CHAIRMAN

CARDISS COLLINS, ILLINOIS  
GLENN ENGLISH, OKLAHOMA  
HENRY A. WAXMAN, CALIFORNIA  
TED WEISS, NEW YORK  
MIKE SYNAR, OKLAHOMA  
STEPHEN L. NEAL, NORTH CAROLINA  
DOUG BARNARD, JR., GEORGIA  
TOM LANTOS, CALIFORNIA  
ROBERT E. WISE, JR., WEST VIRGINIA  
BARBARA BOXER, CALIFORNIA  
MAJOR R. OWENS, NEW YORK  
EDOLPHUS TOWNS, NEW YORK  
BEN ERDREICH, ALABAMA  
GERALD D. KLECZKA, WISCONSIN  
ALBERT G. BUSTAMANTE, TEXAS  
MATTHEW G. MARTINEZ, CALIFORNIA  
DONALD M. PAYNE, NEW JERSEY  
GARY A. CONDIT, CALIFORNIA  
PATSY T. MINK, HAWAII  
RAY THORNTON, ARKANSAS  
COLLIN C. PETERSON, MINNESOTA  
ROSA L. DELAURO, CONNECTICUT  
CHARLES J. LUKEN, OHIO  
JOHN W. COX, JR., ILLINOIS

ONE HUNDRED SECOND CONGRESS

# Congress of the United States

## House of Representatives

COMMITTEE ON GOVERNMENT OPERATIONS

2157 RAYBURN HOUSE OFFICE BUILDING

WASHINGTON, DC 20515-6143

November 17, 1992

FRANK HORTON, NEW YORK  
RANKING MINORITY MEMBER  
WILLIAM F. CLINGER, JR., PENNSYLVANIA  
AL McCANDLESS, CALIFORNIA  
J. DENNIS HASTERT, ILLINOIS  
JON L. KYL, ARIZONA  
CHRISTOPHER SHAYS, CONNECTICUT  
STEVEN SCHIFF, NEW MEXICO  
C. CHRISTOPHER COX, CALIFORNIA  
CRAIG THOMAS, WYOMING  
ILEANA ROS-LEHTINEN, FLORIDA  
RONALD K. MACHTELY, RHODE ISLAND  
DICK ZIMMER, NEW JERSEY  
WILLIAM H. ZELIFF, JR., NEW HAMPSHIRE  
DAVID L. HOBSON, OHIO  
SCOTT L. KLUG, WISCONSIN

BERNARD SANDERS, VERMONT  
INDEPENDENT

MAJORITY—(202) 225-5051  
MINORITY—(202) 225-5074

Honorable William P. Barr  
Attorney General  
Department of Justice  
10th Street & Constitution Avenue, N.W.  
Washington, D.C. 20530

Dear Mr. Attorney General:

The Committee is conducting a broad review of personnel actions across the Executive Branch. Accordingly, I request that you assist the Committee by providing the following information on all non-career personnel who have obtained career positions since January 1, 1992:

- (1) a list of all instances in which Schedule C, non-career Senior Executive Service (SES), and Presidential appointees were appointed to career positions;
- (2) a list of all career appointments involving individuals previously given temporary, limited term/emergency, or expert/consultant appointments;
- (3) a list of all instances in which a non-career position was converted to a career position;
- (4) a list of all appointments made under the Ramspect Act;
- (5) a list of all appointments made on the basis of service in the White House;
- (6) a list of all appointments made pursuant to direct hire authority, delegated examination authority, and special name requests; and,
- (7) a list of all anticipated appointments of the type described in items (1) through (6) that will be made through January 1993.

Honorable William P. Barr  
November 17, 1992  
Page Two


For each transfer or appointment identified indicate the date of the personnel action, and the name and social security number of the individual involved. Also indicate the type of appointment (e.g., Schedule C) and title of the previous and current position held by the individual.

Please deliver this information to the Committee Offices at 2157 Rayburn House Office Building no later than December 1, 1992. Questions about this request should be directed to Dan Mullaney or Don Goldberg of the Committee staff at 225-5051.

Thank you for your assistance with this important matter.

Sincerely,

  
John Conyers, Jr.  
Chairman

  
Tom Lantos  
Chairman, Subcommittee on  
Employment and Housing



DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: OLIVEREZ, MANUEL, NATL. ASSN. OF HISPANIC FED. EXECUTIVES, DC  
To: AG. ODD: NONE  
Date Received: 12-01-92 Date Due: NONE Control #: X92120117187  
Subject & Date

11-30-92 LETTER ADVISING THAT THE NATIONAL ASSOCIATION OF  
HISPANIC FEDERAL EXECUTIVES (NAHFE) IS A NON-PROFIT AND  
NONPARTISAN ORGANIZATION COMPOSED OF HISPANICS IN GS/GM-13  
AND ABOVE GRADE LEVELS. LISTS THE OBJECTIVES OF NAHFE AND  
STATES THEIR GOAL TO ASSIST DOJ IN RECRUITING AND PROMOTING  
HISPANICS TO MID AND SENIOR LEVEL AND SENIOR EXECUTIVE  
POSITIONS. THEY REQUIRE A MINORITY PROFILE OF DOJ AND  
REQUEST INFORMATION FOR FISCAL YEARS 1990, 1991, AND 1992.\*\*

Referred To:	Date:	Referred To:	Date:	
(1) JMD;FLICKINGER	12-01-92	(5)		W/IN:
(2)		(6)		
(3)		(7)		PRTY:
(4)		(8)		1
INTERIM BY:		DATE:		OPR:
Sig. For: JMD		Date Released:		MAU

Remarks

\*\* THEY ANTICIPATE HAVING A WORKING MEETING DURING THE  
FEBRUARY-MARCH 1993 TIME FRAME; WITH ENCLOSED NAHFE FACT  
PAPER.

INFO CC: OAG, DAG, ASG.

(1) FOR APPROPRIATE HANDLING. ADVISE EXEC. SEC. OF ACTION  
TAKEN.

Other Remarks:

OLA CONTACT:

FILE: PERSONNEL/GENERAL  
J921201 4785

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*

30 NOVEMBER 92



**Gilbert Chavez**  
PRESIDENT

**Emma Moreno**  
VICE PRESIDENT

**Albert M. Macias**  
SECRETARY

**Robert U. Hernandez**  
TREASURER

**Manuel Olivérez**  
EXECUTIVE DIRECTOR

The Honorable William Barr  
Attorney General  
Department of Justice  
10th St. & Constitution Ave. NW  
Washington, DC 20530-0002

Dear Mr. Attorney General:

The National Association of Hispanic Federal Executives (NAHFE) is a non-profit and nonpartisan organization composed of Hispanics in GS/GM-13 and above grade levels. The objectives of NAHFE are: 1) to promote the Federal government as a model employer; 2) to recruit qualified Hispanics for senior level and SES for positions in the Federal service; and 3) to provide executive leadership development training to Federal mid and senior level personnel as well as those in the SES.

The goal of NAHFE is to assist your Department in recruiting and promoting Hispanics to mid and senior level and senior executive positions. We acknowledge the fact that the Department is making an effort to improve its representation and promotion profile for Hispanics. However, more needs to be done. We want to share with you the organization's knowledge and expertise in the personnel system and assist you in your goal of diversifying the workforce.

To assist NAHFE in determining the most effective means of being supportive of your effort we require a minority profile of your organization. We request the following information for Fiscal years 90, 91 and 92.

1. Total workforce breakdown by race/ethnicity, and gender.
2. Total number of Senior Executives and their breakdown by race/ethnicity, gender.
3. Total number of GS/GM-13, 14, and 15 and their breakdown by race/ethnicity, gender.
4. Overall statistics on your department's training (overall and developmental) by race/ethnicity, gender and grade grouping.
5. Overall statistics on your department's Executive Development Program by race/ethnicity, gender and grade grouping.
6. Overall statistics on Special Program's that develop personnel for mid and senior-level managerial and senior executive positions, i.e., PMI, etc.

810 First Street, N.E.,  
Suite 300  
Washington, D.C. 20002  
(202) 289-1380  
Fax: (202) 289-8173



page 2

Our statistics point out that out of approximately 612 persons who attended Federal Executive Institute (FEI) in years 1991 and 1992 only 13 were Hispanic. We find that fact very disturbing. It is evident that Federal Departments and Agencies are not referring Hispanic candidates to FEI, a sad situation indeed. We look forward to discussing this item with you as well as the other items previously listed. Again, our objective is to be constructive and helpful.

We understand that it will take time to collect, assemble, and forward the requested information to NAHFE. The same will apply to us, we will review the data provided and then determine how we can best assist. Given the circumstances cited, I anticipate that we can have a working meeting during a February-March time frame.

Enclosed is a NAHFE fact paper which provides greater details on the purpose, objectives and programs and programs of NAHFE.

Mr. Manuel Oliveres, Executive Director for NAHFE will be the point of contact for this effort which we have code named "**Project Alpha**". His telephone number is (202) 289-1380, and his fax is (202) 289-8173.

Thank you for your cooperation and support in insuring a culturally diverse workforce.

Sinceramente,

  
**MANUEL OLIVERES**  
Executive Director

Enclosure:  
As stated



*The National Association  
of  
Hispanic Federal Executives*

*Fact Paper*



## ***Fact Paper***

### ***National Association of Hispanic Federal Executives (NAHFE)***

***National Headquarter Office:*** 810 First St., Suite 300, Washington DC 20002,  
(202) 289-1380, FAX (202) 289-8173

### ***Type of Organization:***

A private non-profit and non-partisan tax exempt organization.

### ***Background:***

In July 1980, fifty Hispanic Americans, GS/GM-15 or higher, attended a special program for Hispanic executives sponsored by the U.S. Office of Personnel Management in Charlottesville, Virginia. Inspired and motivated by the experience, the participants there and then, decided to create an organization that would focus on promoting similar opportunities for other Hispanic colleagues in public service. They named the new organization the ***Association of Hispanic Federal Executives (AHFE)***. Subsequently, in 1984, the Association was incorporated in the District of Columbia. From 1984 to 1992, AHFE provided services for Hispanic executives in the DC Metropolitan area. In February on 1992, The Executive Board of AHFE voted unanimously to expand AHFE into a National organization... the ***National Association of Hispanic Federal Executives (NAHFE)***.

### ***Purpose:***

The organizations general purpose is to advocate for Hispanics in the areas of: Education, Employment, Executive Leadership Development Training and the protection of their civil rights. Specifically, the organization works towards enhancing opportunities for Hispanics to serve in high level positions in the public service. ***NAHFE'S*** policies include the development of programs and activities which will: (1) dispel the myth that there are not enough qualified Hispanic applicants for high level professional positions; (2) assist in the identification of potential candidates for advancement within government; (3) provide opportunities for sharing managerial knowledge, expertise and experiences; (4) encourage and assist in the professional development and career advancement of its members; (5) provide role models, mentors, and scholarships to Hispanic students; and (6) utilize the skills, knowledge, and experience of ***NAHFE*** members to assist local communities in self-help initiatives.

### ***Objectives:***

- o Promote the Federal government as a model employer.
- o Recruit qualified Hispanics for Senior level and Senior Executive Service (SES) positions in the Federal government.
- o Develop a nationwide network of Hispanic executives who will further the interests of Hispanic employees within their agencies at the Federal, State, County and Municipal levels as well as in the private sector.
- o Serve as an organization which focuses on needs of the emerging Hispanic population by developing its managerial leadership.
- o Provide supervisory and managerial training programs utilizing Hispanic role models with expertise in the fields of management/administration, social science and the physical science.
- o Work with students in High Schools, Colleges, and Universities and encourage them to enter the career fields of management, administration and the professions; to provide scholarships to deserving students.
- o Provide a vehicle for the heads of Federal Departments and Agencies to recruit and promote qualified Hispanics to Senior level and SES positions.
- o Develop a registry of prominent Hispanic executives.
- o Publish a national management newsletter to reflect the achievements of Hispanic executives.
- o Provide Executive Leadership Development Training to public and private sector personnel.
- o Provide NAHFE's administrative/managerial expertise, knowledge, and experience to the Hispanic community for the development of self-help institutions.
- o Be ever vigilant and pro-active in protecting the Civil Rights of Hispanics.

### ***Organization:***

- o **Membership:** Federal Employees: GS/GM-13 and above.  
Military Personnel: Rank of Major and above.



State, County, and Municipal Employees:

Equivalent to a GS/GM-13 and above (Must be at the GS/GM-13, Step 1, pay scale).

Private Sector Employees: Equivalent to the Federal and State/County/Municipal requirements.

- o **Membership Dues:** Annual dues are \$36.00. Dues should be made out to "NAHFE, Inc."
- o **Corporate Membership:** All private sector representatives are encouraged to join NAHFE. The annual Corporate dues are \$1,000.
- o **Executive Board:** The Executive Board is made up of the four national officers elected for 2 year terms. (the present Board of Directors took office January 1, 1992, the next term of office is January 1, 1994).

**President:** Mr. Gilbert Chavez, Regional Director, Office of Community Relations Service, U.S. Department of Justice, Dallas, Texas.

**Vice President:** Ms. Emma Moreno, Deputy Director for Congressional Affairs, Bureau of the Census, Department of Commerce.

**Secretary:** Mr. Albereto M. Macias, Education Specialist, Migrant Education, Department of Education.

**Treasurer:** Mr. Roberto U. Hernandez, Executive Assistant to Vice Chairman of the Merit Systems Protection Board.

**General Counsel:** Appointed by the President

**Regional Directors:** Appointed by the President.

**Executive Director:** Mr. Manuel Oliveres, Deputy Director for Civilian Equal Opportunity Policy, Office of the Assistant Secretary of Defense (FM&P), Department of Defense.

### ***Regional Structure:***

NAHFE's National structure is Regional.. The organization is divided into seven (7) regions based on the regional composition of the U.S. Bureau of the Census. Initially, the Regional Directors (R.D.) are appointed by the President.

Subsequently as chapters are established the R.D.'s are elected by their respective regional constituents.

The Seven Regions of NAHFE are as follows:

**Regions:**

- Region 1. California, Hawaii, and the Pacific Territories.
- Region 2. Arizona, Nevada, Utah, and Colorado.
- Region 3. Texas, Oklahoma, Arkansas, and Louisiana & New Mexico.
- Region 4. Oregon, Washington, Montana, Idaho, Wyoming, and Alaska.
- Region 5. North Dakota, South Dakota, Nebraska, Kansas, Missouri, Iowa, Minnesota, Wisconsin, Illinois, Ohio, Indiana, and Michigan.
- Region 6. Maine, Vermont, New Hampshire, Massachusetts, Rhode Island, Connecticut, Pennsylvania, New York, New Jersey, Delaware and Puerto Rico.
- Region 7. West Virginia, Virginia, Kentucky, Tennessee, Maryland, North Carolina, South Carolina, Georgia, Alabama, Mississippi, Florida and the Virgin Islands and Washington DC.

***NAHFE Chapter Requirements:***

A NAHFE Chapter may be established by: five (5) individuals who meet the membership criteria; a letter of intent to establish a chapter forwarded to the National Headquarter Office together with a \$50.00 charter fee; a list of the members with complete work address; a copy of the chapters proposed Bylaws and the appropriate membership dues. (dues are \$36.00 annually, \$12.00 are retained by the Chapter and \$24.00 are forwarded to the Nat'l HQ Office).

***NAHFE Strategic Plan of Action 1992-1995:***

On October 22, 1992 the Association adopted a three year Strategic Plan of Action to guide the organizations growth and development.

The following objectives are highlights of the Plan:

- To conduct a survey on the "Status of Hispanic Employment in the Federal government."



- To meet with the Secretaries of Executive Departments having the poorest record of Hispanic employment and advocate strongly for increased Hispanic hiring, promotion, and retention.
- To increase the number of Hispanics in the Senior Executive Service from the present 117 (as of 9/30/91) to 300 by the end of the decade (this will require a net increased of 26 Hispanic SESers annually).
- To work closely with the Hispanic Association of Colleges and Universities on programs directed at Hispanic youth entering administrative, management, accounting, engineering, and other professional career fields for public and private sector job opportunities.
- To be role models and mentors to Hispanic youth and upwardly mobil Hispanic professionals.
- To work closely with minority and women's professional organizations (National Image Inc., LULAC, NCLR, G.I. Forum, BIG, FEW, NAACP, MANA, etc.).
- To establish the **NAHFE TRAINING INSTITUTE** to conduct specialized training for Federal, State, County, Municipal, and Private sector employees.
- To publish a quarterly newsletter on the latest management and administrative developments in the field of Hispanic professionals.
- To develop a **Executive Leadership Applicant Referral System (ELARS)** for the membership of the Association.
- To utilize the skills, knowledge, and experience of NAHFE members in working with the Hispanic community at the local level for the development of self-help institutions.

### ***NAHFE Training Institute (NTI)***

NTI conducts Training Seminars: (1) on contemporary issues affecting minorities and women in the workplace and (2) on current developments in human resource management technologies that will enhance professionalism and their promotion potential.

NTI sponsored three seminars in 1992, two in Washington DC and one in San Antonio, Texas. For 1993 NTI plans to sponsor two seminars in Washington DC, one in Dallas-Forth Worth, Texas, and one in San Antonio, Texas. Also on the drawing board are seminars in Denver, Colorado; Los Angeles & San Francisco, California.

All the instructors supporting the NAHFE Training Institute do so as volunteers. They do not receive compensation for their efforts.

### ***National Executive Leadership Training Conference:***

The National Association of Hispanic Federal Executives will hold its **1993 Annual Executive Leadership Development Training Conference**, November 17-19, in the Washington DC area.

- November 17, 1993: Afternoon registration for the NAHFE Conference begins at 10:00 am At 1:30 pm., there is a two hour orientation on the **Goals, Purpose, Objectives, and Programs of the National Association of Hispanic Federal Executives.**
- November 18, 1993: **NAHFE Training** begins at 8:00am, also continued registration for the NAHFE Training Conference.
- November 19, 1993: **NAHFE Training Conference** continues.

### **BECOME A MEMBER**

If you are a GS/GM-13 and above or equivalent, **NAHFE is the organization for you.** The benefits of memberships are tremendous: Mid/Senior level and SES networking and information exchange; job information; high level contracts; opportunity to meet and dialogue with your peers. Also, equally as important is the opportunity to be a role model and mentor to those Hispanics with the ability and determination to achieve. NAHFE needs you; and you can profit from membership in NAHFE.

For information on **NAHFE, Inc.** please call (202) 289-1380, ext.283 or fax (202) 289-8173. The address is:

**NAHFE, Inc.  
810 First St., N.E., Suite 300  
Washington, DC 20002**



## DOJ EXECUTIVE SECRETARIAT CROSS-REFERENCE RECORD



**CONTROL NUMBER:** 92010200005

TATE, GLENDA M

---

THE ENTIRE DOCUMENT PACKET FOR THE CONTROLLED  
CORRESPONDENCE INDICATED BY THE ABOVE EX.SEC.  
CONTROL NUMBER HAS BEEN FILED IN THE FOLLOWING  
PRIMARY FILE LOCATION WITHIN THE SUBJECT FILES  
OF THE ATTORNEY GENERAL.

**PRIMARY FILE:** COMMENDATIONS

18 Dec 91

DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: MARTIN, LYNN, SECRETARY OF LABOR & ALLDAY, MARTIN, FERC  
To: AG. ODD: NONE  
Date Received: 01-27-92 Date Due: NONE Control #: X92012801299  
Subject & Date  
01-23-92 LETTER FROM THE CO-CHAIRS OF THE COMBINED FEDERAL  
CAMPAIGN (CFC) PROVIDING THE AG WITH THE FINAL REPORT ON THE  
FALL 1991 CAMPAIGN, W/ATTACHMENT.

Referred To: Date:  
(1) JMD;FLICKINGER 01-28-92  
(2)  
(3)  
(4)

INTERIM BY:  
Sig. For: NONE

Referred To: Date:  
(5)  
(6)  
(7)  
(8)

DATE:  
Date Released:

W/IN:  
PRTY:  
1  
OPR:  
EHZ

Remarks  
INFO CC: OAG, DAG, CIV.  
(1) FOR INFORMATION.

Other Remarks:

✓ FILE: PERSONNEL/COMBINED FEDERAL CAMPAIGN  
J920128 326

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*





**Combined Federal Campaign of the National Capital Area**

**1991 CAMPAIGN CO-CHAIRS**

**Lynn Martin**  
Secretary of Labor

**Faith Manno**  
Special Assistant to the Secretary  
Department of Labor

**Martin L. Allday**  
Chairman  
Federal Energy Regulatory Commission

**Howard H. Shafferman**  
Chief of Staff and Counselor  
Federal Energy Regulatory  
Commission

**CAMPAIGN COMMITTEE**

**Lamar Alexander, Jr.**  
Secretary of Education

**Moe Biller**  
President  
American Postal Workers Union

**Richard B. Cheney**  
Secretary of Defense

**Richard G. Darman**  
Director  
Office of Management and Budget

**Edward J. Derwinski**  
Secretary of Veterans Affairs

**Anthony M. Frank**  
Postmaster General of the United States

**Wendy L. Gramm**  
Chairman  
Commodity Futures Trading Commission

**Carla A. Hills**  
United States Trade Representative

**Evan J. Kemp, Jr.**  
Chairman  
Equal Employment Opportunity  
Commission

**Jack Kemp**  
Secretary of Housing and Urban  
Development

**Jane A. Kenny**  
Director  
ACTION

**Daniel R. Levinson**  
Chairman  
Merit Systems Protection Board

**Manuel Lujan, Jr.**  
Secretary of the Interior

**Edward Madigan**  
Secretary of Agriculture

**James P. Moran**  
U.S. House of Representatives  
Virginia

**Constance A. Morella**  
U.S. House of Representatives  
Maryland

**Helen W. Nies**  
Chief Judge  
U.S. Court of Appeals for the Federal  
Circuit

**Eleanor Holmes Norton**  
U.S. House of Representatives  
District of Columbia

**General Colin L. Powell, USA**  
Chairman  
Joint Chiefs of Staff

**Pat Saiki**  
Administrator  
Small Business Administration

**Thomas H. Sanford**  
CMSgt, USAF  
Senior Enlisted Advisor of  
Air Force District of Washington

**Samuel K. Skinner**  
Secretary of Transportation

**Vincent R. Sombrotto**  
President  
National Association of Letter Carriers

**John N. Sturdivant**  
President  
American Federation of Government  
Employees

**Louis W. Sullivan, M.D.**  
Secretary of Health and Human Services

**Richard H. Truly**  
Administrator  
National Aeronautics and Space  
Administration

**Francis W. Marchand, Jr.**  
Director  
Combined Federal Campaign

RECEIVED  
January 23, 1992  
DEPARTMENT OF JUSTICE

'92 JAN 27 P3:48

The Honorable William P. Barr  
Attorney General of the United States  
U.S. Department of Justice  
Washington, D.C. 20530

Dear Mr. Attorney General:

What a satisfying feeling it is for us to be sending you this outstanding final report on the Fall 1991 Combined Federal Campaign. The tremendous outpouring of caring from Federal employees in our community turned what could have been a difficult campaign season into a wonderful success. It is clear to us that the men and women of our federal family recognized tough times and decided to do something about it.

More than \$35 million has been contributed for an astounding 15% increase over last year. New records have been set in all facets of the campaign:

- the most contributors in 13 years: 260,204
- the biggest increase in CFC history: \$4,638,303
- the most departments and agencies in the Winners Circle: 114
- the most Eagle contributors: more than 22,000

Since our last report to you, Federal employees raised another \$1,089,158. Strong finishes carried several more major accounts into the Winners Circle, namely the Department of Defense, the Department of State, the U.S. Information Agency, the Environmental Protection Agency, and the Smithsonian Institution. Amazingly, 35 of the "Top 40" accounts are in the Winners Circle including all three branches of government.

The generosity we have witnessed during this CFC has been inspirational. Federal employees have guaranteed help for literally thousands of people. You have to be proud of the men and women of your organization for what they have achieved. On behalf of the 1500 voluntary agencies in the 1991 CFC, we thank you.

Sincerely,

*Martin L. Allday*  
**MARTIN L. ALLDAY**  
Chairman, Federal Energy  
Regulatory Commission

*Lynn Martin*  
**LYNN MARTIN**  
Secretary of Labor

FOIA # 60048 (URTS 16447) DocId: 70106518 Page 3

NARA-18-1003-A-004226

AMERICAN  
OVERSIGHT



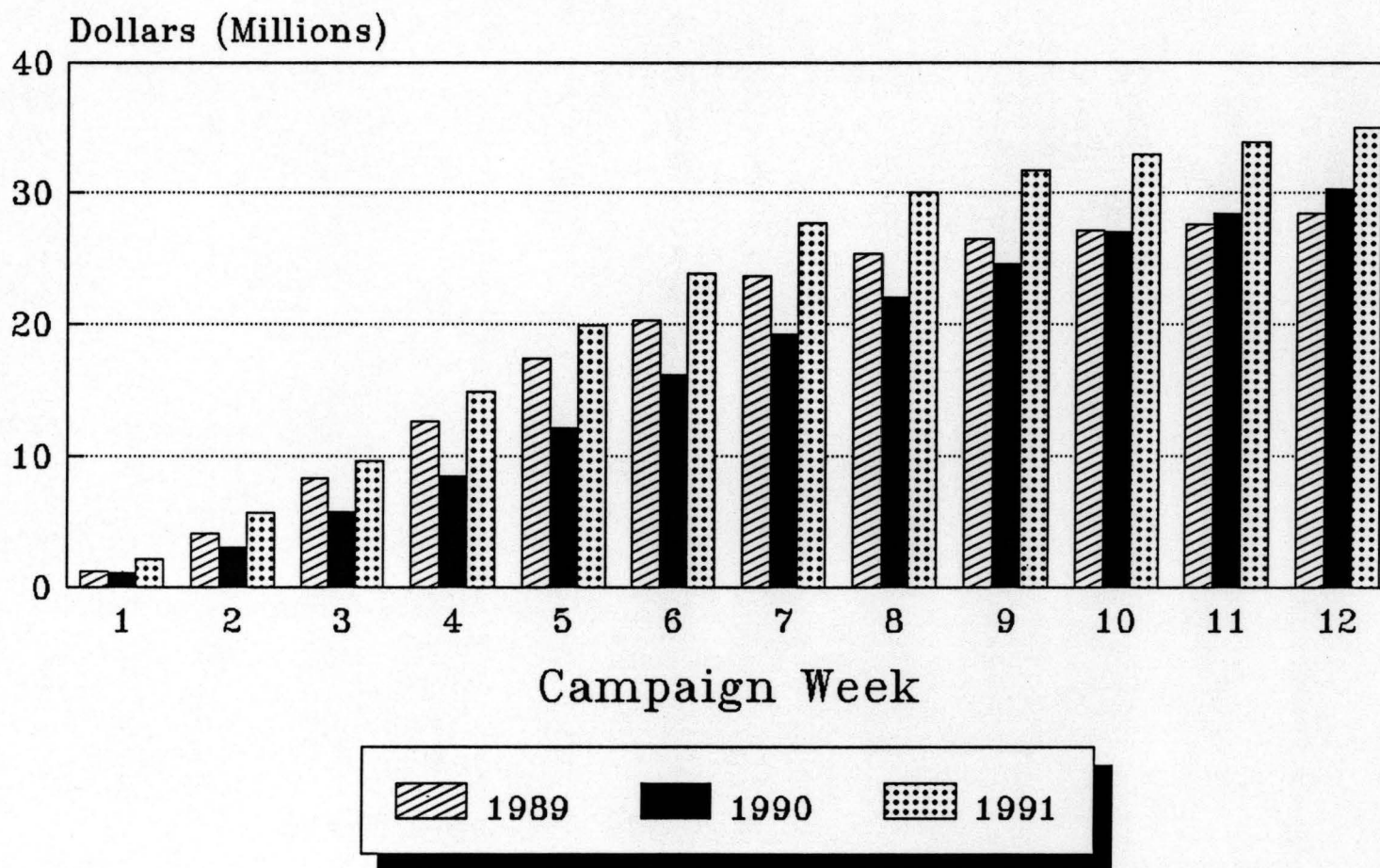
## EXECUTIVE DEPARTMENT

22-Jan-92

DEPARTMENT	Current Number of Employees	\$ Raised 90 CFC	Goal 91 CFC	No. of Gifts 91 CFC	\$ Raised 91 CFC	% of Partici- pation	Per Emp Level of Giving	Average Gift	% of 91 Goal Reached	% of 90 CFC Reached	\$ 90 vs 91
Agriculture	11,920	1,149,040	\$1,240,963	9,143	\$1,372,556	76.7%	115.15	150.12	110.6%	119.5%	(223,516)
Commerce	17,817	1,638,649	1,818,900	11,905	1,832,064	66.8%	102.83	153.89	100.7%	111.8%	(193,415)
DEFENSE:	122,984	8,403,134	8,800,000	88,021	9,295,242	71.6%	75.58	105.60	105.6%	110.6%	(892,108)
Navy	44,644	3,019,305	3,127,000	30,229	3,188,971	67.7%	71.43	105.49	102.0%	105.6%	(169,666)
Army	38,687	2,199,146	2,305,818	27,208	2,502,669	70.3%	64.69	91.98	108.5%	113.8%	(303,523)
Air Force	13,792	1,165,088	1,150,000	12,185	1,257,388	88.3%	91.17	103.19	109.3%	107.9%	(92,300)
Other	25,861	2,019,595	2,217,182	18,399	2,346,214	71.1%	90.72	127.52	105.8%	116.2%	(326,619)
Education	3,111	227,404	230,000	2,159	313,062	69.4%	100.63	145.00	136.1%	137.7%	(85,658)
Energy	4,904	543,554	560,000	4,080	702,330	83.2%	143.22	172.14	125.4%	129.2%	(158,776)
H.H.S.	24,328	1,832,495	2,000,000	15,869	2,148,326	65.2%	88.31	135.38	107.4%	117.2%	(315,831)
H.U.D.	3,447	279,676	305,000	2,558	356,923	74.2%	103.55	139.53	117.0%	127.6%	(77,247)
Interior	8,615	518,830	550,000	4,166	587,651	48.4%	68.21	141.06	106.8%	113.3%	(68,821)
Justice	19,941	1,154,610	1,270,100	13,395	1,511,126	67.2%	75.78	112.81	119.0%	130.9%	(356,516)
Labor	5,991	511,657	546,000	3,811	620,284	63.6%	103.54	162.76	113.6%	121.2%	(108,627)
State	12,958	982,324	1,000,000	5,172	1,121,286	39.9%	86.53	216.80	112.1%	114.1%	(138,962)
Transportation	8,968	1,036,767	1,024,000	8,309	1,207,113	92.7%	134.60	145.28	117.9%	116.4%	(170,346)
Treasury	21,320	1,726,242	1,864,000	16,309	2,059,344	76.5%	96.59	126.27	110.5%	119.3%	(333,102)
V. A.	5,932	477,867	490,000	3,990	539,458	67.3%	90.94	135.20	110.1%	112.9%	(61,591)
TOTAL EXEC DEPTS	272,236	20,482,249	\$21,698,963	188,887	23,666,765	69.4%	86.93	125.30	109.1%	115.5%	(3,184,516)
TOTAL OTHER AGENCIES	135,262	\$9,884,113	\$10,309,661	71,292	11,348,094	52.7%	83.90	159.18	110.1%	114.8%	(1,463,981)
TOTAL CAMPAIGN	407,498	\$30,366,362	\$32,008,624	260,179	\$35,004,662	63.8%	85.90	134.54	109.4%	115.3%	(4,638,300)



# Combined Federal Campaign Cumulative Contributions





1991 COMBINED FEDERAL CAMPAIGN  
"TOP 40 ACCOUNTS"

22-Jan-92

Organization	Current Number of Employees	\$ Raised 90 CFC	Goal 91 CFC	No. of Gifts 91 CFC	\$ Raised 91 CFC	% of Partici- pation	Per Emp Level of Giving	Average Gift	% of 91 Goal Reached	% of 90 CFC Reached	\$ 90 vs 91
Navy	44,644	\$3,019,305	\$3,127,000	30,229	3,188,971	67.7%	71.43	\$105.49	102.0%	105.6%	169,666
U.S. Postal Service	22,277	2,356,235	2,544,734	15,408	2,546,527	69.2%	114.31	165.27	100.1%	108.1%	190,292
Army	38,687	2,199,146	2,305,818	27,208	2,502,669	70.3%	64.69	91.98	108.5%	113.8%	303,523
Health & Human Svc's	24,328	1,832,495	2,000,000	15,869	2,148,326	65.2%	88.31	135.38	107.4%	117.2%	315,831
Treasury	21,320	1,726,242	1,864,000	16,309	2,059,344	76.5%	96.59	126.27	110.5%	119.3%	333,102
Commerce	17,817	1,638,649	1,818,900	11,905	1,832,064	66.8%	102.83	153.89	100.7%	111.8%	193,415
Air Force	13,792	1,165,088	1,150,000	12,185	1,257,388	88.3%	91.17	103.19	109.3%	107.9%	92,300
Justice	19,941	1,154,610	1,270,100	13,395	1,511,126	67.2%	75.78	112.81	119.0%	130.9%	356,516
Agriculture	11,920	1,149,040	1,240,963	9,143	1,372,556	76.7%	115.15	150.12	110.6%	119.5%	223,516
Transportation	8,968	1,036,767	1,024,000	8,309	1,207,113	92.7%	134.60	145.28	117.9%	116.4%	170,346
State	12,958	982,324	1,000,000	5,172	1,121,286	39.9%	86.53	216.80	112.1%	114.1%	138,962
C.I.A.		668,188	680,000	6,309	775,704	ERR	ERR	122.95	114.1%	116.1%	107,516
Energy	4,904	543,554	560,000	4,080	702,330	83.2%	143.22	172.14	125.4%	129.2%	158,776
E.P.A.	5,200	522,860	532,000	2,782	575,796	53.5%	110.73	206.97	108.2%	110.1%	52,936
Interior	8,615	518,830	550,000	4,166	587,651	48.4%	68.21	141.06	106.8%	113.3%	68,821
Labor	5,991	511,657	546,000	3,811	620,284	63.6%	103.54	162.76	113.6%	121.2%	108,627
V.A.	5,932	477,867	490,000	3,990	539,458	67.3%	90.94	135.20	110.1%	112.9%	61,591
G.A.O.	3,412	460,625	506,687	2,758	530,574	80.8%	155.50	192.38	104.7%	115.2%	69,949
G.S.A.	6,630	423,138	400,000	5,146	500,603	77.6%	75.51	97.28	125.2%	118.3%	77,465
Int Dev Coop Ag/AID	2,926	413,950	407,000	1,832	325,491	62.6%	111.24	177.67	80.0%	78.6%	(88,459)
Def Intell Agency		331,869	390,000	3,066	389,216	ERR	ERR	126.95	99.8%	117.3%	57,347

NARA-18-1003-A-004229



"TOP 40 ACCOUNTS"

Page -2-

Organization	Current Number of Employees	\$ Raised 90 CFC	Goal 91 CFC	No. of Gifts 91 CFC	\$ Raised 91 CFC	% of Partici- pation	Per Emp Level of Giving	Average Gift	% of 91 Goal Reached	% of 90 CFC Reached	\$ 90 vs 91
Ofc Sec of Defense	4,411	361,895	400,000	2,774	416,931	62.9%	94.52	150.30	104.2%	115.2%	55,036
Goddard	3,421	335,965	325,000	2,140	367,759	62.6%	107.50	171.85	113.2%	109.5%	31,794
U.S.I.A.	5,028	304,233	334,656	1,672	337,831	33.3%	67.19	202.05	100.9%	111.0%	33,598
Def Mapping Agency	4,112	285,276	302,100	2,489	329,917	60.5%	80.23	132.55	109.2%	115.6%	44,641
Library of Congress	4,043	284,822	307,500	1,839	340,614	45.5%	84.25	185.22	110.8%	119.6%	55,792
Housing & Urban Dev	3,447	279,676	305,000	2,558	356,923	74.2%	103.55	139.53	117.0%	127.6%	77,247
N.A.S.A.	1,886	271,876	291,000	1,450	298,272	76.9%	158.15	205.70	102.5%	109.7%	26,396
Nuclear Reg Comm	2,216	265,724	220,000	1,560	296,915	70.4%	133.99	190.33	135.0%	111.7%	31,191
Def Logistics Agy	2,947	246,144	224,940	2,266	258,441	76.9%	87.70	114.05	114.9%	105.0%	12,297
Gov Printing Office	4,651	229,877	225,000	2,411	240,330	51.8%	51.67	99.68	106.8%	104.5%	10,453
Education	3,111	227,404	230,000	2,159	313,062	69.4%	100.63	145.00	136.1%	137.7%	85,658
Smithsonian	5,250	226,100	236,000	1,999	255,907	38.1%	48.74	128.02	108.4%	113.2%	29,807
Def Info Systems Agy	3,214	219,684	222,600	2,392	273,171	74.4%	84.99	114.20	122.7%	124.3%	53,487
Federal Reserve	1,497	214,372	147,000	1,165	240,306	77.8%	160.53	206.27	163.5%	112.1%	25,934
O.P.M.	2,691	181,111	190,000	2,100	220,612	78.0%	81.98	105.05	116.1%	121.8%	39,501
The Joint Staff	1,441	167,107	160,000	1,321	164,973	91.7%	114.49	124.88	103.1%	98.7%	(2,134)
F.D.I.C.	2,313	158,237	120,000	695	144,372	30.0%	62.42	207.73	120.3%	91.2%	(13,865)
Senate	7,500	122,136	140,000	955	174,584	12.7%	23.28	182.81	124.7%	142.9%	52,448
F.C.C.	1,220	120,499	122,000	960	158,948	78.7%	130.29	165.57	130.3%	131.9%	38,449
S.E.C.	1,541	114,874	115,000	1,428	150,983	92.7%	97.98	105.73	131.3%	131.4%	36,109
Fed Energy Reg Comm	1,330	107,315	116,000	1,026	174,838	77.1%	131.46	170.41	150.7%	162.9%	67,523
E.E.O.C.	749	102,300	105,000	601	118,980	80.2%	158.85	197.97	113.3%	116.3%	16,680

NARA-18-1003-A-004230

"TOP 40 ACCOUNTS"											Page -3-
	Current	\$		No. of	\$	% of	Per Emp		% of	% of	
Organization	Number of	Raised	Goal	Gifts	Raised	Partici-	Level of	Average	91 Goal	90 CFC	\$
	Employees	90 CFC	91 CFC	91 CFC	91 CFC	pation	Giving	Gift	Reached	Reached	90 vs 91
Nat Science Found	1,300	102,000	110,000	518	116,825	39.8%	89.87	225.53	106.2%	114.5%	14,825
Howard University	5,500	102,836	114,000	586	53,897	10.7%	9.80	91.97	47.3%	52.4%	(48,939)
TOP 40 TOTALS:	355,081	28,163,902	29,469,998	242,136	32,099,868	68.2%	90.40	132.57	108.9%	114.0%	3,935,966



# DOJ EXECUTIVE SECRETARIAT CROSS-REFERENCE RECORD



**CONTROL NUMBER:** 92040205233

MARCHAND, FRANCIS W, JR, Ch CFC

---

THE ENTIRE DOCUMENT PACKET FOR THE CONTROLLED  
CORRESPONDENCE INDICATED BY THE ABOVE EX.SEC.  
CONTROL NUMBER HAS BEEN FILED IN THE FOLLOWING  
PRIMARY FILE LOCATION WITHIN THE SUBJECT FILES  
OF THE ATTORNEY GENERAL.

**PRIMARY FILE:** COMMENDATIONS

25 MAR 92

---

---

# DOJ EXECUTIVE SECRETARIAT CROSS-REFERENCE RECORD



**CONTROL NUMBER:** 92041005671

MARCHAND, FRANCIS W, CFC

---

THE ENTIRE DOCUMENT PACKET FOR THE CONTROLLED  
CORRESPONDENCE INDICATED BY THE ABOVE EX.SEC.  
CONTROL NUMBER HAS BEEN FILED IN THE FOLLOWING  
PRIMARY FILE LOCATION WITHIN THE SUBJECT FILES  
OF THE ATTORNEY GENERAL.

**PRIMARY FILE:** COMMENDATIONS

1 APRIL 92

---



# DOJ EXECUTIVE SECRETARIAT CROSS-REFERENCE RECORD



**CONTROL NUMBER:** 92061709237  
BUSH, GEORGE, PRESIDENT OF THE USA

---

THE ENTIRE DOCUMENT PACKET FOR THE CONTROLLED  
CORRESPONDENCE INDICATED BY THE ABOVE EX.SEC.  
CONTROL NUMBER HAS BEEN FILED IN THE FOLLOWING  
PRIMARY FILE LOCATION WITHIN THE SUBJECT FILES  
OF THE ATTORNEY GENERAL.

**PRIMARY FILE:** PRESIDENTIAL/CORRESPONDENCE  
16 JUNE 1992

DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: SAIKI, PATRICIA, ADMINISTRATOR, SBA  
To: AG.

Date Received: 06-30-92 Date Due: NONE  
Subject & Date

ODD: NONE  
Control #: X92070109929

06-26-92 LETTER ADVISING THAT SHE WILL SERVE AS CO-CHAIR OF  
THE FALL 1992 COMBINED FEDERAL CAMPAIGN (CFC), ALONG WITH  
LAMAR ALEXANDER, SECRETARY OF EDUCATION. THIS YEAR'S  
CAMPAIGN THEME IS "ALL WE NEED IS YOU." REQUESTS THAT THE  
AG LOAN, AGAIN THIS YEAR (FROM AUGUST 28-DECEMBER 31, 1992),  
THREE MID-MANAGEMENT STAFF MEMBERS TO WORK AS EXTENSIONS OF  
THE CFC PROFESSIONAL STAFF. FURTHER REQUESTS THAT THE AG  
SELECT AND INFORM THE LOANED EXECUTIVES BEFORE \*\*

Referred To: Date:  
(1) JMD;FLICKINGER 07-01-92  
(2)  
(3)  
(4)

Referred To: Date:  
(5)  
(6)  
(7)  
(8)

INTERIM BY:  
Sig. For: JMD

DATE:  
Date Released:

W/IN:  
PRTY:  
1  
OPR:  
EHZ

Remarks

\*\* JULY 24, 1992, IF POSSIBLE.

INFO CC: OAG, DAG, ASG.

(1) FOR APPROPRIATE HANDLING. ADVISE EXEC. SEC. OF ACTION  
TAKEN.

Other Remarks:

OLA CONTACT:

✓ FILE: PERSONNEL/COMBINED FEDERAL CAMPAIGN  
J920701 2606

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*





U.S. SMALL BUSINESS ADMINISTRATION  
WASHINGTON, D.C. 20416

OFFICE OF THE ADMINISTRATOR

RECEIVED  
DEPARTMENT OF JUSTICE

'92 JUN 30 P4:12

EXECUTIVE SECRETARIAT

JUN 26 1992

The Honorable William P. Barr  
Attorney General of  
the United States  
10th & Constitution Ave., NW  
Washington, DC 20530

Dear Attorney General Barr:

It is my pleasure to serve as Co-chair of the Fall 1992 Combined Federal Campaign (CFC), along with Lamar Alexander, Secretary of Education. We are honored and are busy moving ahead with our campaign plans.

This year's campaign theme is "All We Need Is You." One of my specific responsibilities is to offer leadership for the Loaned Executive Program and I need you. I am requesting that you loan again this year (from August 28 through December 31) three mid-management staff members who show promise as senior managers. The employees, detailed by their departments or agencies to the CFC, work as extensions of the CFC professional staff. Each is responsible for developing well-conceived, workable strategies for their accounts and then providing hands-on assistance in the conduct of the Campaign. A position description of a loaned executive is enclosed.

The intensive two-week Loaned Executive training begins with orientation (site to be determined) on Friday, August 28. Training continues on Monday, August 31 through September 3 (four days/three nights) at the William F. Bolger Management Academy in Potomac, Maryland. At the Academy each Loaned Executive will have a private room with bath and all meals provided by the CFC. After training at the Academy, the loaned executives will report daily to the CFC Headquarters.

The sooner you can let your Loaned Executives know of their selection, the easier it will be for him or her to expedite current projects as they make plans to be away. Please select and inform your Loaned Executives before July 24, 1992, if at all possible.

JUN 30 1992

STERN #3  
DOJ-MAIL DELIVERY UNIT  
RECEIVED

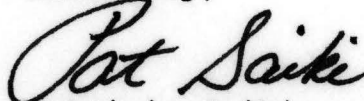
As soon as you select this year's Loaned Executives, please notify Caroline Beeson, Assistant Administrator for National Advisory Councils (phone 205-6434) and also send the name, office address and telephone number of each candidate to:

Francis W. Marchand, Jr.  
Director  
Combined Federal Campaign  
2100 M Street, NW  
Suite LL-14  
Washington, DC 20037  
(phone 488-2087)

A CFC staff person will contact each candidate immediately with additional information and answer any questions.

Thank you for your help in providing leadership support of the Combined Federal Campaign.

Sincerely,



Patricia Saiki  
Co-Chairman, Fall 1992  
Combined Federal Campaign

2 Enclosures



## POSITION DESCRIPTION

**POSITION TITLE:** CFC LOANED EXECUTIVE

**ORGANIZATION:** COMBINED FEDERAL CAMPAIGN OF THE  
NATIONAL CAPITAL AREA

**POSITION DESCRIPTION:** After a short, intensive training program, serves as the extension of the CFC professional staff in assigned departments and/or agencies throughout the government.

### **TYPICAL DUTIES:**

*Analyze* previous campaign performances through a thorough review of historical records of assigned agencies' previous campaigns; determine strengths, weaknesses and areas for potential improvement.

*Develop* a draft goal plan and assist in finalizing it.

*Improve* campaign productivity and administration through the development of plans and strategies.

*Coordinate* plans and activities with campaign leadership by developing effective day-to-day working relationships.

*Motivate* and guide campaign leaders to follow an effective campaign plan and to implement appropriate campaign techniques.

*Conduct* training programs for campaign coordinators and for campaign keyworkers.

*Monitor* day-to-day campaign progress. Recognize problem situations and react positively to correct them.

*Deliver* motivational group presentations.

*Update* and maintain agency files by preparing thorough written evaluation of each assigned agency's campaign and providing suggestions for improving next year's campaign.

### **ABILITIES:**

Must have effective people skills, demonstrable ability to analyze and pinpoint management. Must be able to work effectively with all levels of campaign leadership and be self-starter, motivator, researcher, and teacher. Must be able to develop and deliver high level briefings and presentations.

## **THE LOANED EXECUTIVE PROGRAM**

The Loaned Executive Program was authorized March 3, 1971, in a Presidential Memorandum to departments agencies. The Program is recognized by the Office of Personnel Management as a useful developmental experience for promising managers, especially in the areas of executive competence in organizational representation and liaison, and direction and guidance of programs or projects.

### **THE CANDIDATE**

A candidate for the Loaned Executive Program should be a person from the mid-management level who has the proven ability to work effectively with volunteer leadership in an administrative and operational capacity; a dynamic individual who is a self-starter and motivator. Candidates selected must be capable of assuming a high degree of independent responsibility.

### **ASSIGNMENT TIME FRAME**

The Loaned Executives are assigned full-time by their departments and agencies to the Combined Federal Campaign from August 28 to December 31, 1991. Following an intensive two-week orientation and training program, each Loaned Executive is assigned responsibility for campaigns within several agencies.

### **EXPENSES**

Out of pocket transportation and other approved expenses incurred will be paid by the Loaned Executive's employer. The CFC can cover expenses only in the event of special situations.

### **EVALUATION**

The performance of each Loaned Executive will be assessed by the Combined Federal Campaign staff leadership and a report of each Executive's experience will be shared with his or her agency.



DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: ALEXANDER, LAMAR, SECRETARY, DEPARTMENT OF EDUCATION  
To: AG. ODD: NONE  
Date Received: 07-09-92 Date Due: NONE Control #: X92071010383  
Subject & Date

07-07-92 "DEAR BILL" LETTER, AS CO-CHAIR OF THE 1992  
COMBINED FEDERAL CAMPAIGN (CFC) OF THE NATIONAL CAPITAL  
AREA, AND ON BEHALF OF CO-CHAIR, PATRICIA SAIKI,  
ADMINISTRATOR, SBA, INVITING THE AG TO BE A MEMBER OF THE  
CFC'S LEADERSHIP TEAM FOR THE 1992 CAMPAIGN. THE AG'S  
PARTICIPATION WOULD ENTAIL LENDING HIS NAME FOR USE ON  
CFC LETTERHEAD AND ON PROGRAMS WHICH ARE DISTRIBUTED AT  
MAJOR EVENTS. IF THE AG'S SCHEDULE PERMITS, IT WOULD \*\*

Referred To:	Date:	Referred To:	Date:	
(1) OAG;	07-10-92	(5)		W/IN:
(2)		(6)		
(3)		(7)		PRTY:
(4)		(8)		1
INTERIM BY:		DATE:		OPR:
Sig. For: OAG		Date Released:		EHZ

Remarks

\*\* MEAN A LOT TO THE CAMPAIGN IF HE COULD ATTEND THE KICKOFF  
AND VICTORY RALLIES.

(SEE EXEC. SEC. 92070109929 CONTROL SHEET ATTACHED.)

INFO CC: JMD.

(1) TO OAG FOR ACTION.

Other Remarks:

OLA CONTACT:

FILE: PERSONNEL/COMBINED FEDERAL CAMPAIGN  
J920710 2734

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*



UNITED STATES DEPARTMENT OF EDUCATION

THE SECRETARY

July 7, 1992

RECEIVED  
DEPARTMENT OF JUSTICE

'92 JUL -9 P4:06

Honorable William P. Barr  
U.S. Department of Justice  
Tenth and Constitution Avenue, NW  
Washington, DC 20530

EXECUTIVE SECRETARIAT

Dear Bill:

As Co-Chair of the 1992 Combined Federal Campaign of the National Capital Area, and on behalf of my Co-Chair, Patricia Saiki, Administrator of the Small Business Administration, I would like to invite you to be a member of the CFC's leadership team for the 1992 campaign. The energy and team spirit that you generate in your agency are just the kind of sparks we need to keep the Combined Federal Campaign on the track to its best year ever.

Your participation entails lending your name for use on CFC letterhead and on programs which are distributed at major events. Your schedule permitting, it would mean a lot to the Campaign if you could attend the Kickoff and Victory Rallies. We would also contact you, as needed, for advice and guidance.

Committed and enthusiastic participation of leadership does make a difference in any major undertaking, and nowhere is that more true than with the Combined Federal Campaign. Pat and I look forward to working with you as we join together to take on this very worthwhile project.

I've asked Joanne Betros to contact your office next week to confirm your acceptance.

Sincerely,

Lamar Alexander



DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: FLICKINGER, HARRY H., AAG, JMD

To: ASG

ODD: 07-21-92

Date Received: 07-20-92 Date Due: 07-24-92 Control #: X92072010862

Subject & Date

07-20-92 MEMO ATTACHING A MEMORANDUM TO THE AG ADVISING  
THAT HE WOULD BE PLEASED TO SERVE AS THE AG'S VICE CHAIRMAN  
OF DOJ'S 1992 CFC CAMPAIGN IF THE AG CONCURS; FOR ASG  
SIGNATURE ON MEMO TO AG; FOR AG APPROVAL/DISAPPROVAL.

SEE EXEC. SEC. 92061709237 - CONTROL SHEET ATTACHED.

	Referred To:	Date:		Referred To:	Date:	
(1)	ASG;BUDD	07-20-92	(5)			W/IN:
(2)	OAG;	07-21-92	(6)			PRTY:
(3)	JMD;FLICKINGER	07-27-92	(7)			1
(4)			(8)			OPR:
	INTERIM BY:			DATE:		MAU
	Sig. For: AG.			Date Released: 07-27-92		

Remarks

INFO CC: DAG.

(1) FOR ASG SIGNATURE. RETURN THRU EXEC. SEC. FOR FORWARDING  
TO AG.

(2) ASG SIGNED MEMO TO AG DATED 07-20-92;  
FOR AG APPROVAL/DISAPPROVAL. NOTE: JMD REQUESTS SIGNATURE  
BY 07-24-92. (MAU)

(3) AG APPROVED AND SIGNED MEMO DATED 07-24-92. ORIGINAL \*\*

Other Remarks:

J92071702844

\*\* HANDCARRIED TO JMD FOR HANDLING ON 07-24-92. (TJ)

OLA CONTACT:

INFO CY TO GJT 7/20/92

✓ FILE: PERSONNEL/COMBINED FEDERAL CAMPAIGN, AG CHRON

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*



# ACTION MEMORANDUM

ATTORNEY GENERAL/DEPUTY ATTORNEY GENERAL/ASSOCIATE ATTORNEY GENERAL

RECEIVED  
DEPARTMENT OF JUSTICE

'92 JUL 20 12:10

## Subject

Designation of the 1992 Combined Federal  
Campaign Vice Chairman

## Date

EXECUTIVE SECRETARIAT  
JUL 20 1992

TO: Wayne A. Budd  
Associate Attorney General

FROM: *Anthony C. Urosato*  
Harry H. Flickinger  
Assistant Attorney General  
for Administration

**Summary:** Recently the Attorney General designated you as the Department's Vice Chairman for the 1992 Combined Federal Campaign. The attached memo provides a brief description of your responsibilities.

**Action Required:** Your signature on the attachment to the memo will serve to acknowledge your appointment as Vice Chairman and inform the Attorney General of your acceptance of this appointment.

## Due Date/Action

**Forcing Event:** July 24, 1992 -- This will enable JMD Staff to advise and assist the Associate Attorney General in implementing program responsibilities.

**DOJ Coordination:** Division/Component and Views (attach comments if other than concurrence).

No internal coordination.

**Concurrences:** DAG *ASG* OLC OPD OLA POA JMD MARCY

Initials

Date

	<i>ASG</i>	X	X	X	X	X	
	<i>7/20</i>						

**External Coordination:** Agency and Views (attach comments if other than concurrence).

No external coordination.

## Contact Point for

**Additional Information:** John C. Vail, Director, Personnel Staff, on 514-6788





U.S. Department of Justice

Office of the Associate Attorney General

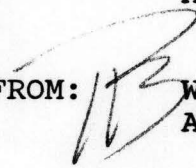
The Associate Attorney General

Washington, D.C. 20530

July 20, 1992

MEMORANDUM

TO: William P. Barr  
Attorney General

FROM:  Wayne A. Budd  
Associate Attorney General

SUBJECT: Designation of the 1992 Combined Federal Campaign Vice  
Chairman

I understand that the President recently announced his support of the 1992 Combined Federal Campaign (Campaign). As in past years, the President will look to you to serve as the Chairman of the Department's Campaign. In addition, he will ask that you appoint a high level Department official to serve as Vice Chairman and manager of the Department's Campaign.

If you concur, I would be pleased to serve as your Vice Chairman for the Department's 1992 Campaign.

Approved:



William P. Barr  
Attorney General

7/24/92  
Date

Disapproved:

William P. Barr  
Attorney General

Date

Other:

# Memorandum



Subject

Designation of the 1992 Combined  
Federal Campaign Vice Chairman --  
ACTION MEMORANDUM

Date

JUL 20 1992

To

Wayne A. Budd  
Associate Attorney General

From

*Harry H. Flickinger*  
Harry H. Flickinger  
Assistant Attorney General  
for Administration

The Attorney General recently received a memorandum from the President concerning the 1992 Combined Federal Campaign (Campaign or CFC). In this annual memorandum to the heads of executive departments and agencies, the President asked the Attorney General to personally serve as Chairman of the Department's 1992 Campaign and to nominate another top official of the Department to serve as Vice Chairman.

The appointment of someone in a top management position as the Vice Chairman contributes greatly to the Department's Campaign efforts. Receipts have increased steadily from the 1982 Campaign with contributions of \$358,500, to last year's Campaign -- the Department's most successful campaign ever -- which saw the Department's contributions increase by 30% over the previous year's Campaign to an all-time high of \$1,511,312.

The Attorney General has designated you to serve as Vice Chairman for the 1992 Campaign. The prestige and authority of your office together with your personal leadership would ensure that the Department components give maximum effort to this highly visible Campaign.

As Vice Chairman, you would be responsible for the overall management of the Campaign within the Department. To make the best use of your time, however, you would become involved primarily at critical points in the Campaign. The Personnel Staff, Justice Management Division, would provide you with the necessary administrative support. In addition, I suggest that you assign a key member of your staff to serve as your principal liaison with the Office of the Attorney General, representatives of the Justice Management Division, and other officials in the Department who are involved in making the Campaign a success.



The Department's Campaign is targeted to begin in early October 1992. As Vice Chairman your duties would typically involve the following:

- . Approving the Department's Campaign goal for 1992.
- . Attending a Reception for Vice Chairs which will be held in early September.
- . Representing the Department at the National Capital Area Campaign Kickoff which will be held in the Departmental Auditorium in late September.
- . Acting as the keynote speaker for the Departmentwide Campaign Kickoff in the Great Hall (usually scheduled during the first week of the Department's Campaign).
- . Meeting with the Campaign Managers on two or three occasions during the Campaign. (Managers are appointed at the Deputy Assistant Attorney General or Deputy Bureau Director level.)
- . Approving written communications to the heads of Department components and campaign managers imparting information on the status of the Campaign.
- . Making one or more presentations (as required) on the status of the Campaign at the Attorney General's staff meetings.
- . Calling or meeting with and providing encouragement to component heads and/or campaign managers whose Campaigns are not progressing well.
- . Representing the Attorney General in making the Department's filmed introduction to the Campaign film.
- . Attending the Campaign Victory Luncheon which will be held in mid-December 1992.

I have prepared a memorandum for your signature to the Attorney General informing him of your willingness to serve as Vice Chairman (see Tab A).

Attachment

DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: ALEXANDER, LAMAR & SAIKI, PATRICIA, CFC, NATL CAPITOL, DC  
To: AG. ODD: 08-05-92  
Date Received: 07-30-92 Date Due: 08-05-92 Control #: X92073011467  
Subject & Date

07-28-92 "DEAR BILL" LETTER INVITING THE AG's DESIGNATED  
CFC "CAMPAIGN MANAGER" AND "COMMUNICATOR" TO ATTEND A  
WORKSHOP ON WEDNESDAY, AUGUST 12, 1992. ADVISES THAT THE  
CAMPAIGN MANAGER WILL HEAD DOJ's CFC CAMPAIGN COMMITTEE AND  
BE RESPONSIBLE FOR THE DAY-TO-DAY OPERATIONS OF THE CFC, AND  
THE COMMUNICATOR WILL COORDINATE ALL ACTIVITIES DESIGNED TO  
RAISE AWARENESS OF THE CFC. REQUESTS CONFIRMATION OF  
PARTICIPATION BY AUGUST 5, 1992. \*\*

	Referred To:	Date:	Referred To:	Date:	
(1)	JMD;FLICKINGER	07-30-92	(5)		W/IN:
(2)			(6)		
(3)			(7)		PRTY:
(4)			(8)		1
	INTERIM BY:		DATE:		OPR:
	Sig. For: JMD		Date Released: 09-09-92		EHZ

Remarks

\*\* SEE EXEC. SEC. 92071010383 AND 92070109929 CONTROL  
SHEETS ATTACHED.

INFO CC: OAG, DAG, ASG.

(1) FOR APPROPRIATE HANDLING. ADVISE EXEC. SEC. OF ACTION  
TAKEN.

09-09-92 BOB SEYMOUR ATTEND THE WORKSHOP, PER JMD. (TJ)

Other Remarks:

OLA CONTACT:

7/31/92 KMM FYI

FILE: PERSONNEL/COMBINED FEDERAL CAMPAIGN  
J920730 3039

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*

010 28 July 92





Combined Federal Campaign of the National Capital Area

RECEIVED  
DEPARTMENT OF JUSTICE

JUL 28 1992

'92 JUL 30 AM 1:59

EXECUTIVE SECRETARIAT

The Honorable William P. Barr  
Attorney General of  
the United States  
10th & Constitution Ave., NW  
Washington, DC 20530

Dear Bill:

We are delighted to serve as Co-chairs of the upcoming Combined Federal Campaign (CFC) for our community. We all know that the needs of families and individuals are great. Our mission is to let each federal employee know that he or she can do something meaningful to help.

To get started, we have planned a full day's workshop on Wednesday, August 12, 1992. We would like to invite your designated CFC "Campaign Manager" and "Communicator" to attend this workshop. The campaign manager will head your CFC campaign committee and be responsible for the day-to-day operations of your CFC. The communicator, a key member of the campaign committee, will coordinate all activities designed to raise awareness of the CFC, including in-house newsletters and special events. To confirm participation of your CFC campaign manager and communicator in the workshop, please return the enclosed registration form by August 5, 1992.

Federal employees in our community have a long tradition of generosity. We are eager to start working with your CFC team on campaign plans to run the most successful campaign ever. The real winners will be the people who need our help.

Sincerely,

*Lamar Alexander*

Lamar Alexander  
Secretary of Education

*Pat Saiki*

Patricia Saiki  
Administrator  
U.S. Small Business  
Administration

Enclosure

# REGISTRATION FORM

COMBINED FEDERAL CAMPAIGN WORKSHOP  
August 12, 1992 -- 8:30a.m. - 3:00p.m.

CFC Headquarters  
2100 M Street, N.W.  
Lower Level, Room 14  
Washington, D.C. 20037

Metro: Foggy Bottom, DuPont Circle, Farragut West

Workshop program will include:

- Registration at CFC Headquarters
- Orientation at the Sheraton City Centre
- Tour of CFC fund recipients
- Lunch
- Break-out sessions

This workshop is for your agency's CFC Campaign Manager and CFC Communicator. Please complete and return this form by August 5, 1992. If you have any questions, contact Edith Parrish or Kristen Oliver of the CFC staff at (202) 488-2087.

Mrs. Edith Parrish  
Combined Federal Campaign of the  
National Capital Area  
2100 M Street, N. W.  
Lower Level, Room 14  
Washington, D. C. 20037

NAME OF CAMPAIGN MANAGER\_\_\_\_\_

NAME OF COMMUNICATOR\_\_\_\_\_

DEPARTMENT OR AGENCY\_\_\_\_\_

ADDRESS\_\_\_\_\_

TELEPHONE\_\_\_\_\_

**RSVP TO CFC BY AUGUST 5, 1992**



DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: McCOY, VICTOR S., SR., PARALYZED VETERANS OF AMERICA, DC  
To: AG. (THORNBURGH) ODD: NONE  
Date Received: 09-03-92 Date Due: NONE Control #: X92090413189  
Subject & Date

09-01-92 LETTER ADVISING THAT REPRESENTATIVES OF THE  
PARALYZED VETERANS OF AMERICA (PVA) ARE AVAILABLE TO SPEAK  
OR STAFF A BOOTH AT DOJ'S COMBINED FEDERAL CAMPAIGN (CFC)  
KICKOFF OR CFC FAIR IN THE FALL OF 1992. ALSO ADVISES THAT  
PVA PRINTED CFC MATERIALS WILL BE AVAILABLE IN A FEW WEEKS,  
AND THEY WILL FORWARD COPIES TO DOJ AT THAT TIME.

	Referred To:	Date:		Referred To:	Date:	
(1)	JMD;FLICKINGER	09-04-92	(5)			W/IN:
(2)			(6)			
(3)			(7)			PRTY:
(4)			(8)			1
	INTERIM BY:			DATE:		OPR:
	Sig. For: JMD			Date Released:		MAU

Remarks  
INFO CC: OAG, DAG, ASG.  
(1) FOR APPROPRIATE HANDLING.

Other Remarks:

OLA CONTACT:  
9/4/92 TTR FYI  
FILE: PERSONNEL/COMBINED FEDERAL CAMPAIGN  
J920904 3557

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*

1  
September 92



**PARALYZED VETERANS  
OF AMERICA**

Chartered by the Congress  
of the United States

RECEIVED  
DEPARTMENT OF JUSTICE

'92 SEP -3 P4:43

EXECUTIVE SECRETARIAT

September 1, 1992

The Honorable Dick Thornburgh  
Attorney General  
Department of Justice  
10th & Constitution Avenue, N.W.  
Washington, D.C. 20530

Dear Mr. Thornburgh:

Soon the Combined Federal Campaign for Fall 1992 will begin at Department of Justice. As you prepare for your kickoff or CFC Fair, I wanted to let you know that representatives of the Paralyzed Veterans of America are available to speak or staff a booth.

We appreciate every opportunity to bring our message to your workers and hope that you will call on us for a personal presentation. Please contact Joan Napier, (202) 416-7657 to schedule a speaker or to arrange for PVA to participate in your fair.

Our printed CFC materials will be available in a few weeks, and I will forward you copies at that time. In the meantime, please feel free to call me or Joan if you have any questions at all.

Sincerely,

Victor S. McCoy, Sr.  
National President

VSM;icj

RECEIVED  
DEPARTMENT OF JUSTICE  
SEP -3 1992



DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: ALEXANDER, LAMAR AND SAIKI, PATRICIA, CO-CHAIRS, CFC  
To: AG. ODD: NONE  
Date Received: 09-03-92 Date Due: NONE Control #: X92090313170  
Subject & Date  
09-03-92 "DEAR BILL" LETTER PROVIDING PROCEDURES TO BE  
FOLLOWED BY FEDERAL EMPLOYEES WHO WANT TO HELP THE VICTIMS  
OF HURRICANE ANDREW BY MAKING CONTRIBUTIONS TO THE  
COMBINED FEDERAL CAMPAIGN (CFC) AGENCIES PARTICIPATING IN  
THE RELIEF EFFORT; WITH ATTACHMENT.

(1) Referred To: JMD;FLICKINGER	Date: 09-03-92	(5) Referred To:	Date:	W/IN:
(2)		(6)		
(3)		(7)		PRTY:
(4)		(8)		1
INTERIM BY:		DATE:		OPR:
Sig. For: JMD		Date Released:		MAU

Remarks  
INFO CC: OAG, DAG, ASG.  
(1) FOR APPROPRIATE HANDLING.

Other Remarks:

OLA CONTACT:

FILE: PERSONNEL/COMBINED FEDERAL CAMPAIGN  
J920903 3548

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*

September 92



Combined Federal Campaign of the National Capital Area

September 3, 1992

RECEIVED  
DEPARTMENT OF JUSTICE

'92 SEP -3 P2:50

EXECUTIVE SECRETARIAT

The Honorable William P. Barr  
Attorney General of  
the United States  
10th & Constitution Ave., NW  
Washington, DC 20530

Dear Bill:

As co-chairs of the Combined Federal Campaign (CFC), we have received many requests about how federal employees can help the victims of Hurricane Andrew by making contributions to CFC agencies participating in the relief effort.

Employees who wish to help victims of Hurricane Andrew may write checks payable directly to any of the agencies listed on the enclosed list. Provisions have been made to allow these organizations to receive their designated contributions as soon as possible. To ensure that your CFC campaign receives credit for any contributions to these agencies, it is important that contributors follow the procedures outlined.

We know that many federal employees want to help now when the pain is immediate and the need so great. We also hope that in the weeks ahead as your CFC campaign evolves, the many other charitable groups dependent on CFC support will not be overlooked.

We look forward to working with you throughout this year's Combined Federal Campaign.

Sincerely,

*Lamar*

Lamar Alexander  
Secretary of Education

*Pat Saiki*

Patricia Saiki  
Administrator  
U.S. Small Business  
Administration

Enclosure





Combined Federal Campaign of the National Capital Area

September 1, 1992

NEW LIST

We are pleased to provide this initial listing of voluntary agencies that are working with disaster victims in South Florida and along the Gulf Coast:

4-Digit  
Code

0221	ADRA International
1243	American Humane Association
0700	American Red Cross
1505	Americans For International Aid and Adoption
0333	AmeriCares
1248	Angel Planes
1404	Brother To Brother International
0102	Catholic Charities USA
1508	Child Welfare League of America
0210	Christian Relief Services
1606	Congress of National Black Churches
0310	Church World Service
1407	Direct Relief International
0287	Engineering Ministries
0104	Family Service America
1266	Feed My People International
0230	Feed The Children
1607	Federation of Southern Cooperative Land Assistance Fund
0113	Gifts in Kind America
1226	Holiday Project

1283	Lions Club International Foundation
0335	Lutheran World Relief
0108	National Urban League, Inc.
1425	Rotary Foundation of Rotary International
3244	Salvation Army, Divisional Headquarters
0223	Second Harvest
1225	Society of St. Andrew
0100	United Way of America
0600	USO
1427	Volunteers In Technical Assistance (VITA)
1428	World Concern
0278	World Emergency Relief
1234	World Opportunities/Help The Children
0331	World Relief
1430	World Vision Relief and Development

Contributors in our community wishing to make a contribution must use the pledge card of the 1992 CFC of the National Capital Area. In order to respond to the immediate needs of the disaster victims as soon as possible, contributions must be by check, made payable to the specific agency or agencies designated.

The appropriate CFC reporting number for the contributor's agency or division must be filled in on the pledge card. In addition, the 4-digit code that appears above should be used to designate the agency or agencies of choice.

Departments and agencies should turn in all contributions to the central receipt point at 95 M Street, S.W.

Please call CFC headquarters at 202-488-2087 with any questions.



DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: COWELL, FRED, PARALYZED VETERANS OF AMERICA, WASHINGTON, DC  
To: AG. (THORNBURGH) ODD: NONE  
Date Received: 09-29-92 Date Due: NONE Control #: X92093014426  
Subject & Date

09-25-92 LETTER ENCLOSING SAMPLES OF THE COMBINED FEDERAL  
CAMPAIGN (CFC) MATERIALS FOR THE PARALYZED VETERANS OF  
AMERICA SPINAL CORD RESEARCH FOUNDATION. ALSO REMINDS THE  
AG THAT THEY ARE AVAILABLE FOR KICKOFF FAIRS AND OTHER  
SPEAKING ENGAGEMENTS.

SEE EXEC. SEC. 92090413189 - CONTROL SHEET ATTACHED.

	Referred To:	Date:	Referred To:	Date:	
(1)	JMD;FLICKINGER	09-30-92	(5)		W/IN:
(2)			(6)		
(3)			(7)		PRTY:
(4)			(8)		1
	INTERIM BY:		DATE:		OPR:
	Sig. For: JMD		Date Released:		MAU

Remarks

INFO CC WITHOUT COMPLETE ENCLOSURES: OAG, DAG, ASG.  
(1) FOR APPROPRIATE HANDLING, WITH ORIGINAL ENCLOSURES.

Other Remarks:

OLA CONTACT:

9/30/93 TTR FYI  
FILE: PERSONNEL/COMBINED FEDERAL CAMPAIGN  
J920930 3941

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*

25 SEPTEMBER 92



**PARALYZED VETERANS  
OF AMERICA**

Chartered by the Congress  
of the United States

RECEIVED  
DEPARTMENT OF JUSTICE

'92 SEP 29 P3:42

EXECUTIVE SECRETARIAT

September 25, 1992

The Honorable Dick Thornburgh  
Attorney General  
Department of Justice  
10th & Constitution Avenue, N.W.  
Washington, D.C. 20530

Dear Mr. Thornburgh:

As promised, here are samples of the CFC Campaign materials for the Paralyzed Veterans of America Spinal Cord Research Foundation.

I also want to remind you that we are available for kickoff fairs and other speaking engagements.

Please call Joan Napier at (202) 416-7657 if you would like to arrange for our participation or if you would like more copies of our campaign materials.

Sincerely,

Fred Cowell  
Executive Director

FC;dmc





## Please Designate #0218 for Your CFC Gift

The Paralyzed Veterans of America's Spinal Cord Research Foundation (0218) is the only organization in the United States funding the complete range of spinal cord research—with grants focusing on a cure for spinal cord injury or disease... grants leading to improved care and rehabilitation... and grants for innovative equipment technology and design. All of these efforts allow people with a spinal cord injury or disease to live more productive lives. And 99 percent of your contribution goes directly to research.

## The Mission of the Paralyzed Veterans of America

For nearly 50 years, PVA has been serving the needs of its members, as well as all veterans and all Americans with a disability. PVA's programs are funded through tax-deductible contributions from individual Americans. PVA's goals are accomplished through the following programs:

### Research and Education

The two main priorities of this program are: (1) to fund research related to spinal cord injury and/or disease, which is largely accomplished through PVA's Spinal Cord Research Foundation; and (2) to fund projects to educate consumers and health care professionals on medical issues.

### Veterans Benefits

This program employs highly skilled service officers to provide individual veterans, their dependents and beneficiaries with professional representation and counseling on Department of Veterans Affairs (VA) issues and benefit programs. In addition, the program advocates for and monitors delivery of high-quality health-care benefits and service for PVA members, as well as all veterans.

### Government Relations

Consisting of programs in Advocacy, Architecture and Barrier Free Design and Legislation, this program addresses the needs of spinal cord injured veterans, and all veterans and individuals with disabilities, through interaction with every level of government.

### Sports and Recreation

This program provides sports and recreation opportunities, through both active participation and financial sponsorship, so that individuals with a disability will have the chance to stay healthy both physically and mentally.



Paralyzed Veterans of America  
801 Eighteenth Street, N.W.  
Washington, D.C. 20006 • (202) 872-1300



# Make Your CFC Pledge Stand For Something.

PARALYZED  
VETERANS  
OF AMERICA,  
SPINAL CORD  
RESEARCH  
FOUNDATION



NARA-18-1003-A-004258

AMERICAN  
OVERSIGHT



Your pledge will fund research that one day may find a cure for paralysis... and in the meantime, your contribution gives hope to the men and women who bravely went into battle and now must find the courage to face the difficult road ahead.

*Make your CFC  
pledge stand for  
something...*



Just a decade ago, prospects for re-growth and repair of the spinal cord were only a dream. Now, research shows that re-growth is feasible—but the work is costly. With your pledge, we can fund more scientists and undertake more projects that may lead to a breakthrough.

- *Loyola University School of Medicine*
- *University of Michigan Medical Center*
- *Yale University School of Medicine*
- *The Chicago Medical School*
- *University of California-San Francisco*
- *California State University*
- *Ohio State University*
- *Rehabilitation Institute of Chicago*
- *The University of Maryland School of Medicine*
- *Department of Veterans Affairs Medical Center, Long Beach, CA*



DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: ALEXANDER, LAMAR & SAIKI, PATRICIA, CFC, WASHINGTON, DC  
To: AG. ODD: NONE  
Date Received: 10-21-92 Date Due: NONE Control #: X92102215388  
Subject & Date  
10-19-92 "DEAR BILL" LETTER ENCLOSING THE FIRST OFFICIAL  
REPORT OF THE 1992 COMBINED FEDERAL CAMPAIGN (CFC) OF THE  
NATIONAL CAPITAL AREA. ADVISES THAT THEY WILL BE SENDING  
THE AG A STATUS REPORT EACH WEEK DURING THE CAMPAIGN, AND  
THAT THEY ARE LOOKING FORWARD TO WORKING WITH THE AG ON THE  
CFC.

Referred To: Date:  
(1) JMD;FLICKINGER 10-22-92  
(2)  
(3)  
(4)

INTERIM BY:  
Sig. For: NONE

Referred To: Date:  
(5)  
(6)  
(7)  
(8)

DATE:  
Date Released:

W/IN:  
PRTY:  
1  
OPR:  
MAU

19 October 92

Remarks  
INFO CC: OAG, DAG, ASG.  
(1) FOR INFORMATION.

Other Remarks:

OLA CONTACT:  
10/22/92 TTR FYI  
FILE: PERSONNEL/COMBINED FEDERAL CAMPAIGN  
J921022 4258

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*



Combined Federal Campaign of the National Capital Area

OCT 19 1992

EXECUTIVE SECRETARIAT

92 OCT 21 PM 2:39

RECEIVED  
DEPARTMENT OF JUSTICE

The Honorable William P. Barr  
Attorney General of  
the United States  
10th & Constitution Ave., NW  
Washington, DC 20530

Dear Bill:

We are pleased to be sending you this first, official report of the 1992 Combined Federal Campaign of the National Capital Area. It is even more of a pleasure because we are off to a strong beginning. More than 13,629 federal employees already have made contributions totalling \$2,130,424. This is the best performance at this point in the campaign since 1984.

The CFC "veterans" around town have commented that they have never seen better attended, more enthusiastic kickoffs. Campaign committees and CFC Loaned Executives have successfully trained thousands of keyworkers, team captains, and coordinators. Knowing that it is a challenging year, many committed individuals have stepped forward to make sure that the campaign is on track. Your organization is one of the CFC's "Top 50" accounts. The "Top 50" were responsible for 94% of last year's total. You can see why we are counting so heavily on your leadership.

The President expects nothing less than the best from us on this important effort. He is keenly aware of the needs in our neighborhoods and around the world and how the charities of the CFC are meeting those needs in heroic ways. At the Department of Defense for example, more than 700 employees have qualified for the prestigious Eagle Award. But it will take many more contributions to keep those services available. Our job is to help make that happen.

So the campaign is off and running. The "can-do" spirit is definitely alive among federal employees in our community. We hope that you will keep in close touch with your CFC team and support them in any way you can.

We will be sending you a status report each week during the campaign, and we are looking forward to working with you on the Combined Federal Campaign.

Sincerely,

Patricia Saiki  
Administrator  
U.S. Small Business  
Administration

Lamar Alexander  
Secretary of Education



## EXECUTIVE DEPARTMENT

15-Oct-92

DEPARTMENT	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	\$ Raised 92 CFC	% of Partici- pation	Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	\$ 91 vs 92
Agriculture	11,920	1,372,397	\$0	1,274	\$276,034	10.7%	23.16	216.67	ERR	20.1%	1,096,363
Commerce	17,817	1,846,903	0	0	0	0.0%	0.00	ERR	ERR	0.0%	1,846,903
DEFENSE:	117,000	9,337,115	9,600,000	8,845	1,160,720	7.6%	9.92	131.23	12.1%	12.4%	8,176,395
Navy	42,795	3,204,328	3,205,111	999	131,332	2.3%	3.07	131.46	4.1%	4.1%	3,072,996
Army	37,693	2,506,987	2,540,000	3,089	338,893	8.2%	8.99	109.71	13.3%	13.5%	2,168,094
Air Force	13,457	1,256,970	1,260,000	2,199	303,758	16.3%	22.57	138.13	24.1%	24.2%	953,212
Other	23,055	2,368,830	2,594,889	2,558	386,737	11.1%	16.77	151.19	14.9%	16.3%	1,982,093
Education	3,111	313,130	336,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	313,130
Energy	4,904	702,446	725,000	913	148,664	18.6%	30.31	162.83	20.5%	21.2%	553,782
H.H.S.	24,328	2,196,603	0	0	0	0.0%	0.00	ERR	ERR	0.0%	2,196,603
H.U.D.	3,447	356,560	0	0	0	0.0%	0.00	ERR	ERR	0.0%	356,560
Interior	8,615	589,239	620,000	340	64,961	3.9%	7.54	191.06	10.5%	11.0%	524,278
Justice	19,941	1,512,374	0	449	68,309	2.3%	3.43	152.14	ERR	4.5%	1,444,065
Labor	5,991	622,327	0	311	48,811	5.2%	8.15	156.95	ERR	7.8%	573,516
State	12,958	1,140,031	0	0	0	0.0%	0.00	ERR	ERR	0.0%	1,140,031
Transportation	8,968	1,206,269	0	0	0	0.0%	0.00	ERR	ERR	0.0%	1,206,269
Treasury	21,320	2,058,420	0	92	21,770	0.4%	1.02	236.63	ERR	1.1%	2,036,650
V. A.	5,932	538,576	538,600	0	0	0.0%	0.00	ERR	0.0%	0.0%	538,576
TOTAL EXEC DEPTS	266,252	23,792,390	\$11,819,600	12,224	1,789,269	4.6%	6.72	146.37	15.1%	7.5%	22,003,121
TOTAL OTHER AGENCIES	125,322	\$11,523,629	\$6,733,941	1,405	341,155	1.1%	2.72	242.81	5.1%	3.0%	11,182,474
TOTAL CAMPAIGN	391,574	\$35,316,019	\$18,553,541	13,629	\$2,130,424	3.5%	5.44	156.32	11.5%	6.0%	33,185,595

1992 COMBINED FEDERAL CAMPAIGN  
"TOP 50 ACCOUNTS"

15-Oct-92

Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	\$ Raised 92 CFC	% of Partici- pation	Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	\$ 91 vs 92
Navy	42,795	\$3,204,328	\$3,205,111	999	131,332	2.3%	3.07	\$131.46	4.1%	4.1%	(3,072,996)
U.S. Postal Service	22,277	2,546,887	0	33	8,374	0.1%	0.38	253.76	ERR	0.3%	(2,538,513)
Army	37,693	2,506,987	2,540,000	3,089	338,893	8.2%	8.99	109.71	13.3%	13.5%	(2,168,094)
Health & Human Svc's	24,328	2,196,603	0	0	0	0.0%	0.00	ERR	ERR	0.0%	(2,196,603)
Treasury	21,320	2,058,420	0	92	21,770	0.4%	1.02	236.63	ERR	1.1%	(2,036,650)
Commerce	17,817	1,846,903	0	0	0	0.0%	0.00	ERR	ERR	0.0%	(1,846,903)
Justice	19,941	1,512,374	0	449	68,309	2.3%	3.43	152.14	ERR	4.5%	(1,444,065)
Agriculture	11,920	1,372,397	0	1,274	276,034	10.7%	23.16	216.67	ERR	20.1%	(1,096,363)
Air Force	13,457	1,256,970	1,260,000	2,199	303,758	16.3%	22.57	138.13	24.1%	24.2%	(953,212)
Transportation	8,968	1,206,269	0	0	0	0.0%	0.00	ERR	ERR	0.0%	(1,206,269)
State	12,958	1,140,031	0	0	0	0.0%	0.00	ERR	ERR	0.0%	(1,140,031)
C.I.A.		783,798	800,000	0	0	ERR	ERR	ERR	0.0%	0.0%	(783,798)
Energy	4,904	702,446	725,000	913	148,664	18.6%	30.31	162.83	20.5%	21.2%	(553,782)
Labor	5,991	622,327	0	311	48,811	5.2%	8.15	156.95	ERR	7.8%	(573,516)
Interior	8,615	589,239	620,000	340	64,961	3.9%	7.54	191.06	10.5%	11.0%	(524,278)
E.P.A.	5,200	580,570	586,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(580,570)
V.A.	5,932	538,576	538,600	0	0	0.0%	0.00	ERR	0.0%	0.0%	(538,576)
G.A.O.	3,332	530,174	506,000	282	45,768	8.5%	13.74	162.30	9.0%	8.6%	(484,406)
G.S.A.	6,630	500,422	410,000	198	62,334	3.0%	9.40	314.82	15.2%	12.5%	(438,088)

FOIA # 60048 (URTS 16447) DocId: 70106518 Page 40



Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	"TOP 50 ACCOUNTS"		Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	\$ 91 vs 92
					\$ Raised 92 CFC	% of Partici- pation					
Int Dev Coop Ag/AID	2,926	452,615	0	0	0	0.0%	0.00	ERR	ERR	0.0%	(452,615)
Ofc Sec of Defense	4,125	416,486	445,000	363	65,204	8.8%	15.81	179.63	14.7%	15.7%	(351,282)
Def Intell Agency		392,505	400,104	2	550	ERR	ERR	275.00	0.1%	0.1%	(391,955)
Goddard	3,710	367,868	351,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(367,868)
Housing & Urban Dev	3,447	356,560	0	0	0	0.0%	0.00	ERR	ERR	0.0%	(356,560)
U.S.I.A.	5,028	350,427	385,500	0	0	0.0%	0.00	ERR	0.0%	0.0%	(350,427)
Library of Congress	4,043	346,286	0	0	0	0.0%	0.00	ERR	ERR	0.0%	(346,286)
Def Mapping Agency	4,074	329,902	340,000	69	11,695	1.7%	2.87	169.49	3.4%	3.5%	(318,207)
Education	3,111	313,130	336,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(313,130)
N.A.S.A.	1,886	298,789	351,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(298,789)
Nuclear Reg Comm	2,216	298,299	0	8	705	0.4%	0.32	88.13	ERR	0.2%	(297,594)
Def Info Systems Agcy	3,821	273,141	333,619	210	40,159	5.5%	10.51	191.23	12.0%	14.7%	(232,982)
Def Logistics Agcy	3,143	258,796	283,568	318	45,866	10.1%	14.59	144.23	16.2%	17.7%	(212,930)
Smithsonian	4,794	258,107	282,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(258,107)
Gov Printing Office	4,381	240,320	200,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(240,320)
Federal Reserve	1,558	240,032	158,200	455	121,370	29.2%	77.90	266.75	76.7%	50.6%	(118,662)
O.P.M.	2,801	227,012	244,265	58	12,150	2.1%	4.34	209.48	5.0%	5.4%	(214,862)
House	9,000	185,015	210,000	28	10,494	0.3%	1.17	374.79	5.0%	5.7%	(174,521)
Senate	7,500	175,660	175,000	51	10,151	0.7%	1.35	199.04	5.8%	5.8%	(165,509)
Fed Energy Reg Comm	1,330	174,708	134,500	111	30,390	8.3%	22.85	273.78	22.6%	17.4%	(144,318)

Page -3-

Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	"TOP 50 ACCOUNTS"		Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	\$ 91 vs 92
					\$ Raised 92 CFC	% of Partici- pation					
The Joint Staff	1,338	164,973	160,000	707	101,550	52.8%	75.90	143.64	63.5%	61.6%	(63,423)
F.C.C.	1,220	158,896	125,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(158,896)
S.E.C.	1,541	150,313	155,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(150,313)
F.D.I.C.	2,047	143,202	150,000	27	905	1.3%	0.44	33.52	0.6%	0.6%	(142,297)
E.E.O.C.	749	118,975	0	0	0	0.0%	0.00	ERR	ERR	0.0%	(118,975)
Nat Science Found	1,300	117,150	129,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(117,150)
Fed Trade Comm	814	111,114	78,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(111,114)
Fed Emerg Mgt Agy	959	109,107	0	0	0	0.0%	0.00	ERR	ERR	0.0%	(109,107)
Resolution Trust Co.	1,350	105,826	112,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(105,826)
S.B.A.	1,000	103,892	112,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(103,892)
Ofc of the I. G.	1,100	101,436	112,387	304	54,501	27.6%	49.55	179.28	48.5%	53.7%	(46,935)
TOP 50 TOTALS:	360,390	33,036,263	16,953,854	12,890	2,024,698	3.6%	5.62	157.08	11.9%	6.1%	(31,011,565)



DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: ALEXANDER, LAMAR & SAIKI, PATRICIA, CFC, WASHINGTON, DC  
To: AG. ODD: NONE  
Date Received: 10-23-92 Date Due: NONE Control #: X92102615540  
Subject & Date  
10-22-92 "DEAR BILL" LETTER PROVIDING AN UPDATE ON THE 1992  
COMBINED FEDERAL CAMPAIGN (CFC). URGES THE AG TO USE SMALL  
GROUP MEETINGS AS A WAY TO EDUCATE EMPLOYEES ABOUT THE CFC.

SEE EXEC. SEC. 92102215388 - CONTROL SHEET ATTACHED.

	Referred To:	Date:		Referred To:	Date:	
(1)	JMD;FLICKINGER	10-26-92	(5)			W/IN:
(2)			(6)			
(3)			(7)			PRTY:
(4)			(8)			1
	INTERIM BY:			DATE:		OPR:
	Sig. For:	NONE		Date Released:		MAU

Remarks  
INFO CC: OAG, DAG, ASG.  
(1) FOR INFORMATION.

Other Remarks:

OLA CONTACT:

FILE: PERSONNEL/COMBINED FEDERAL CAMPAIGN  
J921026 4296

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*

22 OCTOBER 92



Combined Federal Campaign of the National Capital Area

OCT 22 1992

The Honorable William P. Barr  
Attorney General of  
the United States  
10th & Constitution Ave., NW  
Washington, DC 20530

RECEIVED  
DEPARTMENT OF JUSTICE

'92 OCT 23 P4:54

Dear Bill:

EXECUTIVE SECRETARIAT

Our report to you this week continues the good news of a strong start for our 1992 Combined Federal Campaign (CFC). Nearly 33,000 federal employees here in our community have contributed a total of \$5,022,924.

The first success stories of our CFC come from several of the Defense organizations included in the CFC's "Top 50". Momentum is building for record-breaking results. For example:

The Office of the Inspector General...90% of last year's total.  
The Joint Staff...77% of last year's total.  
The Department of the Air Force...50% of last year's total.

And that's just a sampling. Next week there will be more.

Every year, in addition to the Defense organizations, there are some campaigns that are pacesetters. We salute the fine campaigns being conducted at the Federal Reserve and the Department of Energy.

Now that the campaign is under way, we urge you to use small group meetings as a way to educate your employees about the CFC. It is a setting where an excellent video can be shown and questions can be answered. It makes the keyworker's job easier and the potential contributor is not put on the spot. It can work beautifully. Your loaned executive can help you with the logistics.

With your help, we hope to have another outstanding campaign summary for you next week. Many campaigns will be reporting for the first time. We look forward to the results.

Sincerely,

Patricia Saiki  
Administrator  
U.S. Small Business  
Administration

Lamar Alexander  
Secretary of Education



1992 COMBINED FEDERAL CAMPAIGN  
"TOP 50 ACCOUNTS"

22-Oct-92

Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	\$ Raised 92 CFC	% of Partici- pation	Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	\$ 91 vs 92
Navy/USMC	42,795	\$3,204,328	\$3,205,111	3,608	477,237	8.4%	11.15	\$132.27	14.9%	14.9%	(2,727,091)
U.S. Postal Service	22,277	2,546,887	0	209	47,584	0.9%	2.14	227.67	ERR	1.9%	(2,499,303)
Army	37,693	2,506,987	2,540,000	6,511	705,861	17.3%	18.73	108.41	27.8%	28.2%	(1,801,126)
Health & Human Svc's	24,328	2,196,603	2,350,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(2,196,603)
Treasury	21,320	2,058,420	2,200,000	264	67,718	1.2%	3.18	256.51	3.1%	3.3%	(1,990,702)
Commerce	17,817	1,846,903	2,000,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(1,846,903)
Justice	19,941	1,512,374	1,600,000	1,717	247,798	8.6%	12.43	144.32	15.5%	16.4%	(1,264,576)
Agriculture	11,920	1,372,397	1,400,000	2,442	445,880	20.5%	37.41	182.59	31.8%	32.5%	(926,517)
Air Force	13,457	1,256,970	1,260,000	4,917	632,256	36.5%	46.98	128.59	50.2%	50.3%	(624,714)
Transportation	8,968	1,206,269	0	247	51,876	2.8%	5.78	210.02	ERR	4.3%	(1,154,393)
State	12,958	1,140,031	1,200,000	101	22,078	0.8%	1.70	218.59	1.8%	1.9%	(1,117,953)
C.I.A.		783,798	800,000	0	0	ERR	ERR	ERR	0.0%	0.0%	(783,798)
Energy	5,971	702,446	725,000	1,522	286,254	25.5%	47.94	188.08	39.5%	40.8%	(416,192)
Labor	5,991	622,327	625,000	679	129,616	11.3%	21.64	190.89	20.7%	20.8%	(492,711)
Interior	8,615	589,239	620,000	704	122,287	8.2%	14.19	173.70	19.7%	20.8%	(466,952)
E.P.A.	5,200	580,570	586,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(580,570)
V.A.	5,932	538,576	538,600	0	0	0.0%	0.00	ERR	0.0%	0.0%	(538,576)
G.A.O.	3,332	530,174	506,000	864	191,508	25.9%	57.48	221.65	37.8%	36.1%	(338,666)
G.S.A.	6,630	500,422	410,000	950	151,981	14.3%	22.92	159.98	37.1%	30.4%	(348,441)

Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	"TOP 50 ACCOUNTS"			Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	Page -2-
					\$ Raised 92 CFC	% of Partici- pation	\$ 91 vs 92					
Int Dev Coop Ag/AID	2,926	452,615	435,000	3	1,223	0.1%	0.42	407.67	0.3%	0.3%	(451,392)	
Ofc Sec of Defense	4,125	416,486	445,000	744	124,427	18.0%	30.16	167.24	28.0%	29.9%	(292,059)	
Def Intell Agency		392,505	400,104	785	129,587	ERR	ERR	165.08	32.4%	33.0%	(262,918)	
Goddard	3,710	367,868	351,000	45	6,977	1.2%	1.88	155.04	2.0%	1.9%	(360,891)	
Housing & Urban Dev	3,447	356,560	0	321	53,369	9.3%	15.48	166.26	ERR	15.0%	(303,191)	
U.S.I.A.	5,028	350,427	385,500	2	350	0.0%	0.07	175.00	0.1%	0.1%	(350,077)	
Library of Congress	4,043	346,286	381,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(346,286)	
Def Mapping Agency	4,074	329,902	340,000	327	62,223	8.0%	15.27	190.28	18.3%	18.9%	(267,679)	
Education	3,111	313,130	336,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(313,130)	
N.A.S.A.	1,886	298,789	321,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(298,789)	
Nuclear Reg Comm	2,216	298,299	0	63	10,655	2.8%	4.81	169.13	ERR	3.6%	(287,644)	
Def Info Systems Agy	3,821	273,141	333,619	399	77,249	10.4%	20.22	193.61	23.2%	28.3%	(195,892)	
Def Logistics Agy	3,143	258,796	283,568	674	100,218	21.4%	31.89	148.69	35.3%	38.7%	(158,578)	
Smithsonian	4,794	258,107	282,000	8	2,098	0.2%	0.44	262.25	0.7%	0.8%	(256,009)	
Gov Printing Office	4,381	240,320	200,000	4	520	0.1%	0.12	130.00	0.3%	0.2%	(239,800)	
Federal Reserve	1,558	240,032	158,200	677	162,350	43.5%	104.20	239.81	102.6%	67.6%	(77,682)	
O.P.M.	2,801	227,012	244,265	296	46,861	10.6%	16.73	158.31	19.2%	20.6%	(180,151)	
House	9,000	185,015	210,000	67	23,560	0.7%	2.62	351.64	11.2%	12.7%	(161,455)	
Senate	7,500	175,660	175,000	61	11,189	0.8%	1.49	183.43	6.4%	6.4%	(164,471)	
Fed Energy Reg Comm	1,330	174,708	134,500	202	48,001	15.2%	36.09	237.63	35.7%	27.5%	(128,707)	

Page -2-



Page -3-

Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	"TOP 50 ACCOUNTS"		Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	\$ 91 vs 92
					\$ Raised 92 CFC	% of Partici- pation					
The Joint Staff	1,338	164,973	160,000	926	128,152	69.2%	95.78	138.39	80.1%	77.7%	(36,821)
F.C.C.	1,220	158,896	125,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(158,896)
S.E.C.	1,541	150,313	155,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(150,313)
F.D.I.C.	2,047	143,202	150,000	184	48,370	9.0%	23.63	262.88	32.2%	33.8%	(94,832)
E.E.O.C.	749	118,975	120,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(118,975)
Nat Science Found	1,300	117,150	129,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(117,150)
Fed Trade Comm	814	111,114	78,000	97	30,813	11.9%	37.85	317.66	39.5%	27.7%	(80,301)
Fed Emerg Mgt Agcy	959	109,107	0	108	27,704	11.3%	28.89	256.52	ERR	25.4%	(81,403)
Resolution Trust Co.	1,350	105,826	112,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(105,826)
S.B.A.	1,000	103,892	112,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(103,892)
Ofc of the I. G.	1,100	101,436	112,387	527	91,653	47.9%	83.32	173.91	81.6%	90.4%	(9,783)
TOP 50 TOTALS:	361,457	33,036,263	29,234,854	31,255	4,767,483	8.6%	13.19	152.54	16.3%	14.4%	(28,268,780)

DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: SAIKI, PATRICIA, SBA & ALEXANDER, LAMAR, DED, CFC  
To: AG. ODD: NONE  
Date Received: 11-02-92 Date Due: NONE Control #: X92110215871  
Subject & Date  
10-29-92 "DEAR BILL" LETTER PROVIDING AN UPDATE ON THE 1992  
COMBINED FEDERAL CAMPAIGN (CFC). REQUESTS THAT THE AG  
INCLUDE AN UPDATE OF HIS CAMPAIGN STATUS AT HIS NEXT STAFF  
MEETING.

SEE EXEC. SEC. 92102215388 - CONTROL SHEET ATTACHED.

	Referred To:	Date:		Referred To:	Date:	
(1)	JMD;FLICKINGER	11-02-92	(5)			W/IN:
(2)			(6)			
(3)			(7)			PRTY:
(4)			(8)			1
	INTERIM BY:			DATE:		OPR:
	Sig. For:	NONE		Date Released:		CYN

Remarks  
INFO CC: OAG, DAG, ASG.  
(1) FOR INFORMATION.

Other Remarks:

OLA CONTACT:  
11/3/92 TTR FYI  
FILE: PERSONNEL/COMBINED FEDERAL CAMPAIGN  
J921102 4441

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*





Combined Federal Campaign of the National Capital Area

RECEIVED  
DEPARTMENT OF JUSTICE  
OCT 29 1992

'92 NOV -2 110:24

EXECUTIVE SECRETARIAT

The Honorable William P. Barr  
Attorney General of  
the United States  
10th & Constitution Ave., NW  
Washington, DC 20530

Dear Bill:

We are happy to tell you that excellent reports keep coming in. Our total has now reached \$9,403,601 which represents giving from 61,962 federal employees in our community. That is a sensational \$4,380,677 in one week.

As we predicted, Department of Defense organizations had another outstanding week. The campaign at the Department of the Army has gone over the million-dollar mark with the Navy and Marine Corps employees in close pursuit at \$991,000.

Also coming on strong are the campaigns at FDIC, GAO, GSA, and the Department of Agriculture.

Individual giving, so far, has been very generous. It is happening all over the government as you can see in the enclosed report. Federal employees are indeed continuing their strong tradition of caring.

Please try to include an update of your campaign status at your senior staff meeting. Your interest and visible support mean a lot to your CFC team and to the success of the campaign. We still have a long way to go, and with your help, we know we will do it.

Sincerely,

*Pat Saiki*

Patricia Saiki  
Administrator  
U.S. Small Business  
Administration

*Lamar Alexander*

Lamar Alexander  
Secretary of Education

Enclosure

## EXECUTIVE DEPARTMENT

28-Oct-92

DEPARTMENT	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	\$ Raised 92 CFC	% of Partici- pation	Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	\$ 91 vs 92
Agriculture	11,920	1,372,397	\$1,400,000	4,924	\$886,844	41.3%	74.40	180.11	63.3%	64.6%	485,553
Commerce	17,817	1,846,903	2,000,000	19	4,118	0.1%	0.23	216.74	0.2%	0.2%	1,842,785
DEFENSE:	117,000	9,337,115	9,600,000	32,874	4,128,254	28.1%	35.28	125.58	43.0%	44.2%	5,208,861
Navy/USMC	42,795	3,204,328	3,205,111	8,097	991,088	18.9%	23.16	122.40	30.9%	30.9%	2,213,240
Army	37,693	2,506,987	2,540,000	9,973	1,035,570	26.5%	27.47	103.84	40.8%	41.3%	1,471,417
Air Force	13,457	1,256,970	1,260,000	6,679	833,274	49.6%	61.92	124.76	66.1%	66.3%	423,696
Other	23,055	2,368,830	2,594,889	8,125	1,268,322	35.2%	55.01	156.10	48.9%	53.5%	1,100,508
Education	3,111	313,130	336,000	24	3,918	0.8%	1.26	163.25	1.2%	1.3%	309,212
Energy	5,971	702,446	725,000	2,004	394,351	33.6%	66.04	196.78	54.4%	56.1%	308,095
H.H.S.	24,328	2,196,603	2,350,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	2,196,603
H.U.D.	3,447	356,560	356,560	632	99,355	18.3%	28.82	157.21	27.9%	27.9%	257,205
Interior	8,615	589,239	620,000	1,204	212,775	14.0%	24.70	176.72	34.3%	36.1%	376,464
Justice	19,941	1,512,374	1,600,000	3,282	459,541	16.5%	23.05	140.02	28.7%	30.4%	1,052,833
Labor	5,991	622,327	625,000	1,531	294,932	25.6%	49.23	192.64	47.2%	47.4%	327,395
State	12,958	1,140,031	1,200,000	320	64,364	2.5%	4.97	201.14	5.4%	5.6%	1,075,667
Transportation	8,968	1,206,269	1,090,000	2,113	381,806	23.6%	42.57	180.69	35.0%	31.7%	824,463
Treasury	21,320	2,058,420	2,223,000	2,248	407,058	10.5%	19.09	181.08	18.3%	19.8%	1,651,362
V. A.	5,932	538,576	538,600	0	0	0.0%	0.00	ERR	0.0%	0.0%	538,576
TOTAL EXEC DEPTS	267,319	23,792,390	\$24,664,160	51,175	7,337,316	19.1%	27.45	143.38	29.7%	30.8%	16,455,074
TOTAL OTHER AGENCIES	125,385	\$11,523,629	\$8,075,123	10,787	2,066,285	8.6%	16.48	191.55	25.6%	17.9%	9,457,344
TOTAL CAMPAIGN	392,704	\$35,316,019	\$32,739,283	61,962	\$9,403,601	15.8%	23.95	151.76	28.7%	26.6%	25,912,418



1992 COMBINED FEDERAL CAMPAIGN  
"TOP 50 ACCOUNTS"

28-Oct-92

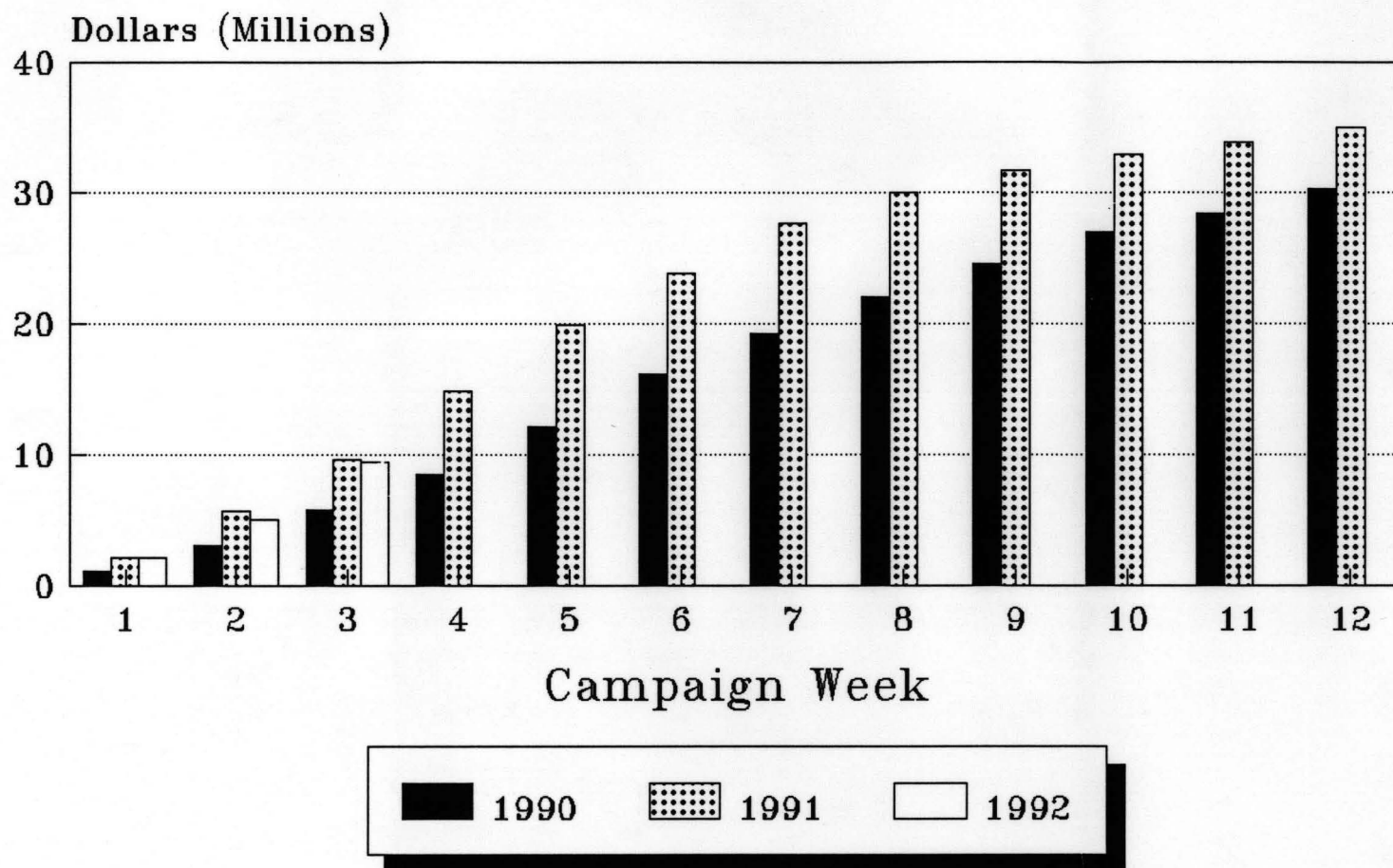
Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	\$ Raised 92 CFC	% of Partici- pation	Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	\$ 91 vs 92
Navy/USMC	42,795	\$3,204,328	\$3,205,111	8,097	991,088	18.9%	23.16	\$122.40	30.9%	30.9%	(2,213,240)
U.S. Postal Service	22,277	2,546,887	0	999	204,517	4.5%	9.18	204.72	ERR	8.0%	(2,342,370)
Army	37,693	2,506,987	2,540,000	9,973	1,035,570	26.5%	27.47	103.84	40.8%	41.3%	(1,471,417)
Health & Human Svc's	24,328	2,196,603	2,350,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(2,196,603)
Treasury	21,320	2,058,420	2,223,000	2,248	407,058	10.5%	19.09	181.08	18.3%	19.8%	(1,651,362)
Commerce	17,817	1,846,903	2,000,000	19	4,118	0.1%	0.23	216.74	0.2%	0.2%	(1,842,785)
Justice	19,941	1,512,374	1,600,000	3,282	459,541	16.5%	23.05	140.02	28.7%	30.4%	(1,052,833)
Agriculture	11,920	1,372,397	1,400,000	4,924	886,844	41.3%	74.40	180.11	63.3%	64.6%	(485,553)
Air Force	13,457	1,256,970	1,260,000	6,679	833,274	49.6%	61.92	124.76	66.1%	66.3%	(423,696)
Transportation	8,968	1,206,269	1,090,000	2,113	381,806	23.6%	42.57	180.69	35.0%	31.7%	(824,463)
State	12,958	1,140,031	1,200,000	320	64,364	2.5%	4.97	201.14	5.4%	5.6%	(1,075,667)
C.I.A.		783,798	800,000	1,226	163,012	ERR	ERR	132.96	20.4%	20.8%	(620,786)
Energy	5,971	702,446	725,000	2,004	394,351	33.6%	66.04	196.78	54.4%	56.1%	(308,095)
Labor	5,991	622,327	625,000	1,531	294,932	25.6%	49.23	192.64	47.2%	47.4%	(327,395)
Interior	8,615	589,239	620,000	1,204	212,775	14.0%	24.70	176.72	34.3%	36.1%	(376,464)
E.P.A.	5,200	580,570	586,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(580,570)
V.A.	5,932	538,576	538,600	0	0	0.0%	0.00	ERR	0.0%	0.0%	(538,576)
G.A.O.	3,332	530,174	506,000	1,295	302,538	38.9%	90.80	233.62	59.8%	57.1%	(227,636)
G.S.A.	6,630	500,422	410,000	2,071	293,481	31.2%	44.27	141.71	71.6%	58.6%	(206,941)

Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	"TOP 50 ACCOUNTS"			Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	Page -2-
					\$ Raised 92 CFC	% of Partici- pation	\$ 91 vs 92					
Int Dev Coop Ag/AID	2,926	452,615	435,000	14	2,381	0.5%	0.81	170.07		0.5%	0.5%	(450,234)
Ofc Sec of Defense	4,125	416,486	445,000	1,192	193,221	28.9%	46.84	162.10		43.4%	46.4%	(223,265)
Def Intell Agency		392,505	400,104	1,251	205,043	ERR	ERR	163.90		51.2%	52.2%	(187,462)
Goddard	3,710	367,868	351,000	397	65,000	10.7%	17.52	163.73		18.5%	17.7%	(302,868)
Housing & Urban Dev	3,447	356,560	356,560	632	99,355	18.3%	28.82	157.21		27.9%	27.9%	(257,205)
U.S.I.A.	5,028	350,427	385,500	29	9,288	0.6%	1.85	320.28		2.4%	2.7%	(341,139)
Library of Congress	4,043	346,286	381,000	0	0	0.0%	0.00	ERR		0.0%	0.0%	(346,286)
Def Mapping Agency	4,074	329,902	340,000	801	155,716	19.7%	38.22	194.40		45.8%	47.2%	(174,186)
Education	3,111	313,130	336,000	24	3,918	0.8%	1.26	163.25		1.2%	1.3%	(309,212)
N.A.S.A.	1,886	298,789	321,000	0	0	0.0%	0.00	ERR		0.0%	0.0%	(298,789)
Nuclear Reg Comm	2,216	298,299	0	156	35,391	7.0%	15.97	226.87		ERR	11.9%	(262,908)
Def Info Systems Agy	3,821	273,141	333,619	752	133,404	19.7%	34.91	177.40		40.0%	48.8%	(139,737)
Def Logistics Agy	3,143	258,796	283,568	1,029	144,877	32.7%	46.10	140.79		51.1%	56.0%	(113,919)
Smithsonian	4,794	258,107	282,000	126	23,118	2.6%	4.82	183.48		8.2%	9.0%	(234,989)
Gov Printing Office	4,381	240,320	200,000	33	5,093	0.8%	1.16	154.33		2.5%	2.1%	(235,227)
Federal Reserve	1,558	240,032	158,200	917	219,739	58.9%	141.04	239.63		138.9%	91.5%	(20,293)
O.P.M.	2,801	227,012	244,265	758	109,852	27.1%	39.22	144.92		45.0%	48.4%	(117,160)
House	9,000	185,015	210,000	88	27,789	1.0%	3.09	315.78		13.2%	15.0%	(157,226)
Senate	7,500	175,660	175,000	87	16,253	1.2%	2.17	186.82		9.3%	9.3%	(159,407)
Fed Energy Reg Comm	1,330	174,708	134,500	330	74,435	24.8%	55.97	225.56		55.3%	42.6%	(100,273)



Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	"TOP 50 ACCOUNTS"		Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	Page -3-	
					\$ Raised 92 CFC	% of Partici- pation					\$ 91 vs 92	
The Joint Staff	1,338	164,973	160,000	1,099	154,157	82.1%	115.21	140.27	96.3%	93.4%	(10,816)	
F.C.C.	1,220	158,896	125,000	56	9,606	4.6%	7.87	171.54	7.7%	6.0%	(149,290)	
S.E.C.	1,541	150,313	155,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(150,313)	
F.D.I.C.	2,047	143,202	150,000	229	88,412	11.2%	43.19	386.08	58.9%	61.7%	(54,790)	
E.E.O.C.	749	118,975	120,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(118,975)	
Nat Science Found	1,300	117,150	129,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(117,150)	
Fed Trade Comm	814	111,114	78,000	159	52,817	19.5%	64.89	332.18	67.7%	47.5%	(58,297)	
Fed Emerg Mgt Agy	959	109,107	0	288	54,451	30.0%	56.78	189.07	ERR	49.9%	(54,656)	
Resolution Trust Co.	1,350	105,826	112,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(105,826)	
S.B.A.	1,000	103,892	112,000	28	4,974	2.8%	4.97	177.64	4.4%	4.8%	(98,918)	
Ofc of the I. G.	1,100	101,436	112,387	630	109,912	57.3%	99.92	174.46	97.8%	108.4%	8,476	
TOP 50 TOTALS:	361,457	33,036,263	30,704,414	59,090	8,927,471	16.3%	24.70	151.08	29.1%	27.0%	(24,108,792)	

# Combined Federal Campaign Cumulative Contributions





DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: SAIKI, PATRICIA, SBA & ALEXANDER, LAMAR, DED, CFC  
To: AG. ODD: NONE  
Date Received: 11-06-92 Date Due: NONE Control #: X92110616179  
Subject & Date  
11-05-92 "DEAR BILL" LETTER PROVIDING AN UPDATE ON THE  
1992 COMBINED FEDERAL CAMPAIGN (CFC). ASKS THAT THE AG  
REMINDE HIS CFC CAMPAIGN MANAGER OF THE REPORT MEETING AT  
THE SMALL BUSINESS ADMINISTRATION ON TUESDAY,  
NOVEMBER 10, 1992, AT 8:00 A.M. (REC'D FROM OAG.)

	Referred To:	Date:		Referred To:	Date:	
(1)	JMD;FLICKINGER	11-06-92	(5)			W/IN:
(2)			(6)			
(3)			(7)			PRTY:
(4)			(8)			1
	INTERIM BY:			DATE:		OPR:
	Sig. For:	NONE		Date Released:		MAU

Remarks  
INFO CC: OAG, DAG, ASG.  
(1) FOR INFORMATION.

Other Remarks:

OLA CONTACT:

FILE: PERSONNEL/COMBINED FEDERAL CAMPAIGN  
J921106 4487

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*

5 NOVEMBER 92



Combined Federal Campaign of the National Capital Area

NOV 5 1992

RECEIVED  
DEPARTMENT OF JUSTICE

'92 NOV -6 P2:27

EXECUTIVE SECRETARY

**1992 CAMPAIGN CO-CHAIRS**

**Lamar Alexander**

Secretary of Education

**Donald A. Laidlaw**

Assistant Secretary for Human  
Resources and Administration  
Department of Education

**Patricia Saiki**

Administrator

Small Business Administration

**Caroline J. Beeson**

Assistant Administrator for  
Advisory Councils  
Small Business Administration

**CAMPAIGN COMMITTEE**

**Martin L. Allday**

Chairman

Federal Energy Regulatory Commission

**Richard G. Austin**

Administrator

General Services Administration

**William P. Barr**

Attorney General of the United States

**Moe Biller**

President

American Postal Workers Union

**James Billington**

Librarian of Congress

**Nicholas F. Brady**

Secretary of the Treasury

**Andrew H. Card, Jr.**

Secretary of Transportation

**Richard B. Cheney**

Secretary of Defense

**Barbara H. Franklin**

Secretary of Commerce

**Wendy L. Gramm**

Chairman

Commodity Futures Trading Commission

**Carla A. Hills**

United States Trade Representative

**Steny Hoyer**

U. S. House of Representatives

Maryland

**Jacqueline Jones-Smith**

Chairman

Consumer Product Safety Commission

**Jane A. Kenny**

Director

ACTION

**Daniel R. Levinson**

Chairman

Merit Systems Protection Board

**Lynn Martin**

Secretary of Labor

**Bob Martinez**

Director

Office of National Drug Control Policy

**MSG Sandra Matlock, USA**

Senior Records NCO, SRIA

Department of the Army

**Helen W. Nies**

Chief Judge

U.S. Court of Appeals for the Federal

Circuit

**Eleanor Holmes Norton**

U. S. House of Representatives

District of Columbia

**General Colin L. Powell, USA**

Chairman

Joint Chiefs of Staff

**Marvin T. Runyon, Jr.**

Postmaster General of the United States

**Vincent R. Sombrotto**

President

National Association of Letter Carriers

**John N. Sturdivant**

President

American Federation of Government

Employees

**Louis Sullivan, M.D.**

Secretary of Health and Human Services

**Robert Tobias**

President

National Treasury Employees Union

**Admiral James D. Watkins, USN (Ret)**

Secretary of Energy

**Frank Wolf**

U. S. House of Representatives

Virginia

**Francis W. Marchand, Jr.**

Director

Combined Federal Campaign of the

National Capital Area

The Honorable William P. Barr  
Attorney General of  
the United States  
10th & Constitution Ave., NW  
Washington, DC 20530

Dear Bill:

The federal employees of this community are to be saluted once again. This week alone, they raised \$5,227,159. That is the second-best, one-week production in Combined Federal Campaign history. This brings our total to \$14,630,760 from 96,751 contributors.

The Coast Guard is setting all kinds of records, and our success, so far is due to spirit like this. In addition, the employees of the Navy/Marine Corps and the Department of Agriculture have passed the million-dollar mark.

We are proud to announce this week that we have the first "Top 50" account in the Winners Circle--the Office of the Inspector General, Department of Defense. The Winners Circle is for campaigns that raise more than 10% over their achievement of last year. We hope that the Federal Reserve will join the Defense Inspector General next week.

Please remind your CFC Campaign Manager of the report meeting at the Small Business Administration at 8:00 a.m. next Tuesday, November 10. We are looking forward to having a cup of coffee with the Campaign Managers from the "Top 50" and to receiving their reports.

There is still a lot of work to be done this fall in the CFC and your leadership means so much. Most importantly, the agencies that provide desperately needed services are counting on you!

Sincerely,

*Pat Saiki*

Patricia Saiki  
Administrator  
U.S. Small Business  
Administration

*Lamar Alexander*

Lamar Alexander  
Secretary of  
Education

Enclosure

FOIA # 60048 (URTS 16447) DocId: 70106518 Page 56

NARA-18-1003-A-004279



1992 COMBINED FEDERAL CAMPAIGN  
"TOP 50 ACCOUNTS"

04-Nov-92

Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	\$ Raised 92 CFC	% of Partici- pation	Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	\$ 91 vs 92
Navy/USMC	42,795	\$3,204,328	\$3,205,111	12,463	1,550,686	29.1%	36.24	\$124.42	48.4%	48.4%	(1,653,642)
U.S. Postal Service	22,277	2,546,887	2,544,736	2,623	521,106	11.8%	23.39	198.67	20.5%	20.5%	(2,025,781)
Army	37,693	2,506,987	2,540,000	13,588	1,379,111	36.0%	36.59	101.49	54.3%	55.0%	(1,127,876)
Health & Human Svc's	24,328	2,196,603	2,350,000	2,514	414,578	10.3%	17.04	164.91	17.6%	18.9%	(1,782,025)
Treasury	21,320	2,058,420	2,223,000	4,319	782,858	20.3%	36.72	181.26	35.2%	38.0%	(1,275,562)
Commerce	17,817	1,846,903	2,000,000	588	122,974	3.3%	6.90	209.14	6.1%	6.7%	(1,723,929)
Justice	19,941	1,512,374	1,600,000	5,326	734,354	26.7%	36.83	137.88	45.9%	48.6%	(778,020)
Agriculture	11,920	1,372,397	1,400,000	6,678	1,143,042	56.0%	95.89	171.17	81.6%	83.3%	(229,355)
Air Force	13,457	1,256,970	1,260,000	8,017	976,217	59.6%	72.54	121.77	77.5%	77.7%	(280,753)
Transportation	8,968	1,206,269	1,090,000	3,914	685,558	43.6%	76.44	175.16	62.9%	56.8%	(520,711)
State	12,958	1,140,031	1,200,000	690	141,383	5.3%	10.91	204.90	11.8%	12.4%	(998,648)
C.I.A.		783,798	800,000	2,338	317,213	ERR	ERR	135.68	39.7%	40.5%	(466,585)
Energy	5,971	702,446	725,000	2,454	482,437	41.1%	80.80	196.59	66.5%	68.7%	(220,009)
Labor	5,991	622,327	625,000	2,128	401,824	35.5%	67.07	188.83	64.3%	64.6%	(220,503)
Interior	8,615	589,239	620,000	1,549	262,433	18.0%	30.46	169.42	42.3%	44.5%	(326,806)
E.P.A.	5,200	580,570	586,000	99	27,796	1.9%	5.35	280.77	4.7%	4.8%	(552,774)
V.A.	5,932	538,576	538,600	70	13,409	1.2%	2.26	191.56	2.5%	2.5%	(525,167)
G.A.O.	3,332	530,174	506,000	1,747	404,292	52.4%	121.34	231.42	79.9%	76.3%	(125,882)
G.S.A.	6,630	500,422	410,000	3,198	397,713	48.2%	59.99	124.36	97.0%	79.5%	(102,709)

FOIA # 60048 (URTS 16447) DocId: 70106518 Page 57

Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	"TOP 50 ACCOUNTS"		Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	Page -2-	
					\$ Raised 92 CFC	% of Partici- pation					\$ 91 vs 92	
Int Dev Coop Ag/AID	2,926	452,615	435,000	78	17,169	2.7%	5.87	220.12	3.9%	3.8%	(435,446)	
Ofc Sec of Defense	4,125	416,486	445,000	1,705	288,939	41.3%	70.05	169.47	64.9%	69.4%	(127,547)	
Def Intell Agency		392,505	400,104	1,717	265,909	ERR	ERR	154.87	66.5%	67.7%	(126,596)	
Goddard	3,710	367,868	351,000	841	152,215	22.7%	41.03	180.99	43.4%	41.4%	(215,653)	
Housing & Urban Dev	3,447	356,560	356,560	1,092	173,745	31.7%	50.40	159.11	48.7%	48.7%	(182,815)	
U.S.I.A.	5,028	350,427	385,500	105	30,502	2.1%	6.07	290.50	7.9%	8.7%	(319,925)	
Library of Congress	4,115	346,286	381,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(346,286)	
Def Mapping Agency	4,074	329,902	340,000	1,490	247,001	36.6%	60.63	165.77	72.6%	74.9%	(82,901)	
Education	3,111	313,130	336,000	225	44,439	7.2%	14.28	197.51	13.2%	14.2%	(268,691)	
N.A.S.A.	1,886	298,789	321,000	128	27,594	6.8%	14.63	215.58	8.6%	9.2%	(271,195)	
Nuclear Reg Comm	2,216	298,299	235,000	181	39,065	8.2%	17.63	215.83	16.6%	13.1%	(259,234)	
Def Info Systems Agy	3,821	273,141	333,619	1,328	197,733	34.8%	51.75	148.90	59.3%	72.4%	(75,408)	
Def Logistics Agy	3,143	258,796	283,568	1,505	204,456	47.9%	65.05	135.85	72.1%	79.0%	(54,340)	
Smithsonian	4,794	258,107	282,000	350	61,431	7.3%	12.81	175.52	21.8%	23.8%	(196,676)	
Gov Printing Office	4,381	240,320	200,000	233	31,408	5.3%	7.17	134.80	15.7%	13.1%	(208,912)	
Federal Reserve	1,558	240,032	158,200	1,091	253,071	70.0%	162.43	231.96	160.0%	105.4%	13,039	
O.P.M.	2,801	227,012	244,265	1,436	189,437	51.3%	67.63	131.92	77.6%	83.4%	(37,575)	
House	8,000	185,015	210,000	124	33,872	1.6%	4.23	273.16	16.1%	18.3%	(151,143)	
Senate	7,500	175,660	175,000	133	29,636	1.8%	3.95	222.83	16.9%	16.9%	(146,024)	
Fed Energy Reg Comm	1,330	174,708	134,500	461	96,528	34.7%	72.58	209.39	71.8%	55.3%	(78,180)	



Page -3-

Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	"TOP 50 ACCOUNTS"		Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	\$ 91 vs 92
					\$ Raised 92 CFC	% of Partici- pation					
The Joint Staff	1,338	164,973	160,000	1,168	161,199	87.3%	120.48	138.01	100.7%	97.7%	(3,774)
F.C.C.	1,220	158,896	125,000	238	55,345	19.5%	45.36	232.54	44.3%	34.8%	(103,551)
S.E.C.	1,541	150,313	155,000	84	15,553	5.5%	10.09	185.15	10.0%	10.3%	(134,760)
F.D.I.C.	2,047	143,202	150,000	558	118,000	27.3%	57.65	211.47	78.7%	82.4%	(25,202)
E.E.O.C.	749	118,975	120,000	65	13,311	8.7%	17.77	204.78	11.1%	11.2%	(105,664)
Nat Science Found	1,300	117,150	129,000	0	0	0.0%	0.00	ERR	0.0%	0.0%	(117,150)
Fed Trade Comm	814	111,114	78,000	246	70,493	30.2%	86.60	286.56	90.4%	63.4%	(40,621)
Fed Emerg Mgt Agcy	959	109,107	0	368	71,024	38.4%	74.06	193.00	ERR	65.1%	(38,083)
Resolution Trust Co.	1,350	105,826	112,000	291	60,780	21.6%	45.02	208.87	54.3%	57.4%	(45,046)
S.B.A.	1,000	103,892	112,000	219	42,145	21.9%	42.15	192.44	37.6%	40.6%	(61,747)
Ofc of the I. G.	1,100	101,436	112,387	730	119,251	66.4%	108.41	163.36	106.1%	117.6%	17,815
TOP 50 TOTALS:	360,529	\$33,036,263	\$33,484,150	92,493	\$13,870,235	25.7%	38.47	149.96	41.4%	42.0%	(19,166,028)

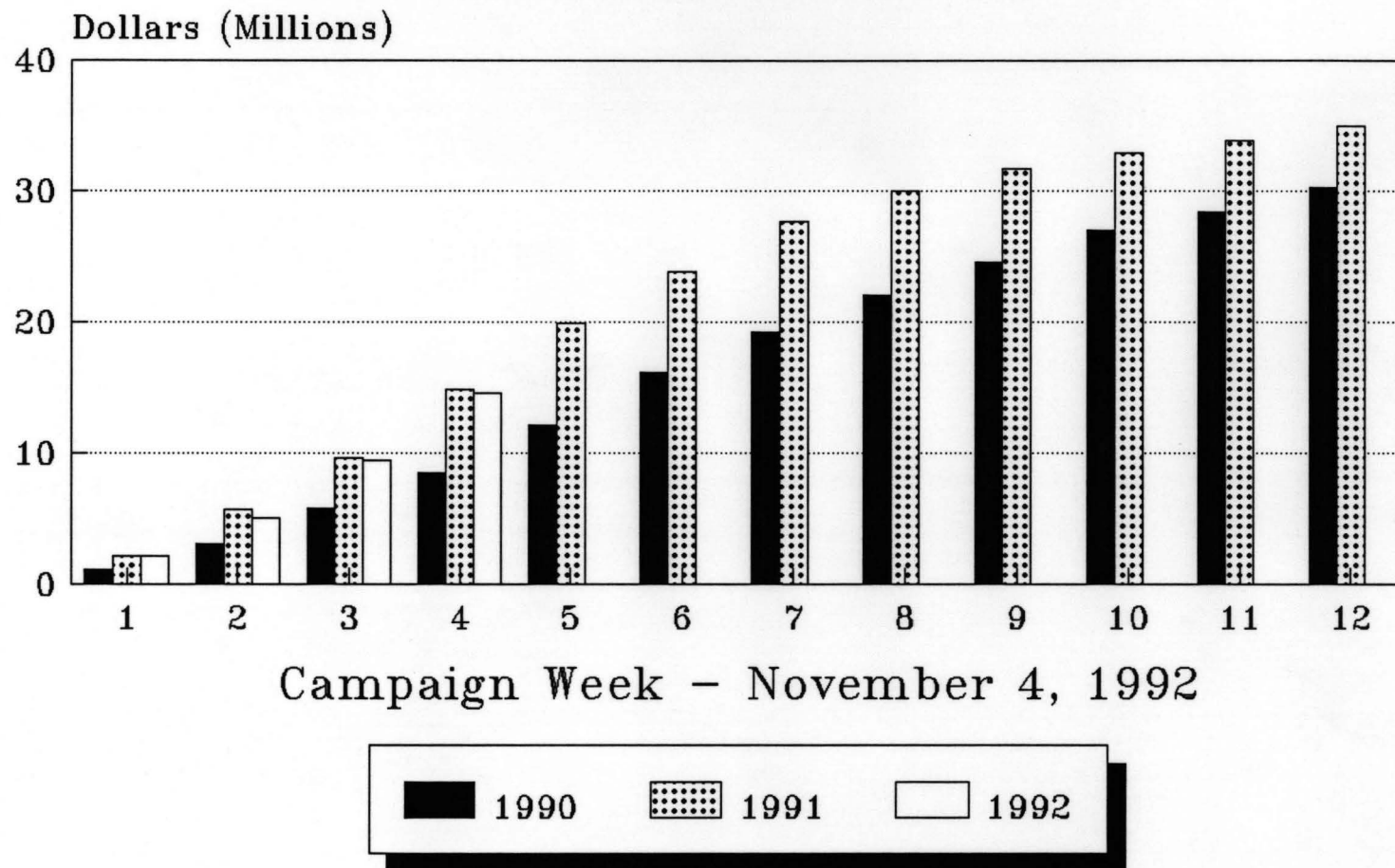
## EXECUTIVE DEPARTMENT

04-Nov-92

DEPARTMENT	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	\$ Raised 92 CFC	% of Partici- pation	Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	\$ 91 vs 92
Agriculture	11,920	1,372,397	\$1,400,000	6,678	\$1,143,042	56.0%	95.89	171.17	81.6%	83.3%	229,355
Commerce	17,817	1,846,903	2,000,000	588	122,974	3.3%	6.90	209.14	6.1%	6.7%	1,723,929
DEFENSE:	117,000	9,337,115	9,600,000	45,436	5,609,174	38.8%	47.94	123.45	58.4%	60.1%	3,727,941
Navy/USMC	42,795	3,204,328	3,205,111	12,463	1,550,686	29.1%	36.24	124.42	48.4%	48.4%	1,653,642
Army	37,693	2,506,987	2,540,000	13,588	1,379,111	36.0%	36.59	101.49	54.3%	55.0%	1,127,876
Air Force	13,457	1,256,970	1,260,000	8,017	976,217	59.6%	72.54	121.77	77.5%	77.7%	280,753
Other	23,055	2,368,830	2,594,889	11,368	1,703,160	49.3%	73.87	149.82	65.6%	71.9%	665,670
Education	3,111	313,130	336,000	225	44,439	7.2%	14.28	197.51	13.2%	14.2%	268,691
Energy	5,971	702,446	725,000	2,454	482,437	41.1%	80.80	196.59	66.5%	68.7%	220,009
H.H.S.	24,328	2,196,603	2,350,000	2,514	414,578	10.3%	17.04	164.91	17.6%	18.9%	1,782,025
H.U.D.	3,447	356,560	356,560	1,092	173,745	31.7%	50.40	159.11	48.7%	48.7%	182,815
Interior	8,615	589,239	620,000	1,549	262,433	18.0%	30.46	169.42	42.3%	44.5%	326,806
Justice	19,941	1,512,374	1,600,000	5,326	734,354	26.7%	36.83	137.88	45.9%	48.6%	778,020
Labor	5,991	622,327	625,000	2,128	401,824	35.5%	67.07	188.83	64.3%	64.6%	220,503
State	12,958	1,140,031	1,200,000	690	141,383	5.3%	10.91	204.90	11.8%	12.4%	998,648
Transportation	8,968	1,206,269	1,090,000	3,914	685,558	43.6%	76.44	175.16	62.9%	56.8%	520,711
Treasury	21,320	2,058,420	2,223,000	4,319	782,858	20.3%	36.72	181.26	35.2%	38.0%	1,275,562
V. A.	5,932	538,576	538,600	70	13,409	1.2%	2.26	191.56	2.5%	2.5%	525,167
TOTAL EXEC DEPTS	267,319	23,792,390	\$24,664,160	76,983	11,012,208	28.8%	41.20	143.05	44.6%	46.3%	12,780,182
TOTAL OTHER AGENCIES	124,457	\$11,523,629	\$10,926,709	19,768	3,618,552	15.9%	29.07	183.05	33.1%	31.4%	7,905,077
TOTAL CAMPAIGN	391,776	\$35,316,019	\$35,590,869	96,751	\$14,630,760	24.7%	37.34	151.22	41.1%	41.4%	20,685,259



# Combined Federal Campaign Cumulative Contributions



DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: SAIKI, PATRICIA, SBA & ALEXANDER, LAMAR, DED, CFC  
To: AG. ODD: NONE  
Date Received: 11-16-92 Date Due: NONE Control #: X92111616561

Subject & Date  
11-12-92 "DEAR BILL" LETTER PROVIDING AN UPDATE ON THE 1992  
COMBINED FEDERAL CAMPAIGN (CFC). ADVISES THAT THEY HAVE  
CROSSED THE HALFWAY MARK IN PURSUIT OF THEIR GOAL AND FEEL  
THAT, BECAUSE THEY ARE AT THEIR PEAK OF CFC ACTIVITIES, THIS  
WOULD BE A GOOD TIME FOR THE AG TO PLAN A SPECIAL EVENT FOR  
KEYWORKERS TO LET THEM KNOW THE JOB THEY ARE DOING IS  
IMPORTANT AND THEY ARE MAKING A REAL DIFFERENCE IN THE LIVES  
OF HUNDREDS OF PEOPLE. \*\*

	Referred To:	Date:	Referred To:	Date:	
(1)	JMD;FLICKINGER	11-16-92	(5)		W/IN:
(2)			(6)		
(3)			(7)		PRTY:
(4)			(8)		1
	INTERIM BY:		DATE:		OPR:
	Sig. For: NONE		Date Released:		MAU

Remarks

\*\* SEE EXEC. SEC. 92102215388 - CONTROL SHEET ATTACHED.

INFO CC: OAG, DAG, ASG.

(1) FOR INFORMATION.

Other Remarks:

OLA CONTACT:

11/17/92 TTR FYI

FILE: PERSONNEL/COMBINED FEDERAL CAMPAIGN

J921116 4582

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*

12 NOVEMBER 92





**Combined Federal Campaign of the National Capital Area**

**1992 CAMPAIGN CO-CHAIRS**

**Lamar Alexander**

Secretary of Education

**Donald A. Laidlaw**

Assistant Secretary for Human  
Resources and Administration  
Department of Education

**Patricia Saiki**

Administrator

Small Business Administration

**Caroline J. Beeson**

Assistant Administrator for  
Advisory Councils  
Small Business Administration

**CAMPAIGN COMMITTEE**

**Martin L. Allday**

Chairman

Federal Energy Regulatory Commission

**Richard G. Austin**

Administrator

General Services Administration

**William P. Barr**

Attorney General of the United States

**Moe Biller**

President

American Postal Workers Union

**James Billington**

Librarian of Congress

**Nicholas F. Brady**

Secretary of the Treasury

**Andrew H. Card, Jr.**

Secretary of Transportation

**Richard B. Cheney**

Secretary of Defense

**Barbara H. Franklin**

Secretary of Commerce

**Wendy L. Gramm**

Chairman

Commodity Futures Trading Commission

**Carla A. Hills**

United States Trade Representative

**Steny Hoyer**

U. S. House of Representatives

Maryland

**Jacqueline Jones-Smith**

Chairman

Consumer Product Safety Commission

**Jane A. Kenny**

Director

ACTION

**Daniel R. Levinson**

Chairman

Merit Systems Protection Board

**Lynn Martin**

Secretary of Labor

**Bob Martinez**

Director

Office of National Drug Control Policy

**MSG Sandra Matlock, USA**

Senior Records NCO, SRIA

Department of the Army

**Helen W. Nies**

Chief Judge

U.S. Court of Appeals for the Federal

Circuit

**Eleanor Holmes Norton**

U. S. House of Representatives

District of Columbia

**General Colin L. Powell, USA**

Chairman

Joint Chiefs of Staff

**Marvin T. Runyon, Jr.**

Postmaster General of the United States

**Vincent R. Sombrotto**

President

National Association of Letter Carriers

**John N. Sturdivant**

President

American Federation of Government

Employees

**Louis Sullivan, M.D.**

Secretary of Health and Human Services

**Robert Tobias**

President

National Treasury Employees Union

**Admiral James D. Watkins, USN (Ret)**

Secretary of Energy

**Frank Wolf**

U. S. House of Representatives

Virginia

**Francis W. Marchand, Jr.**

Director

Combined Federal Campaign of the

National Capital Area

**NOV 12 1992**

RECEIVED  
DEPARTMENT OF JUSTICE

'92 NOV 16 AM 1:30

EXECUTIVE SECRETARIAT

**The Honorable William P. Barr**  
**Attorney General of**  
**the United States**  
**10th & Constitution Ave., NW**  
**Washington, DC 20530**

**Dear Bill:**

We are happy to send you word that federal employees have had another successful week of working hard on behalf of their neighbors in need. Our Combined Federal Campaign total has risen to \$19,120,892 from 127,701 contributors.

Several campaigns have passed impressive milestones. The Navy/Marine Corps campaign has gone over \$2 million! Both the Air Force and Treasury have raised more than \$1 million in their outstanding campaigns. We hope Transportation and Justice will join this prestigious group next week.

We've crossed the halfway mark in pursuit of our goal of \$38 million. This week and next week are critical to our success. Because we are at the peak of CFC activities, this would be a good time to plan a special event for your keyworkers to let them know the job they are doing is important and they are making a real difference in the lives of hundreds of people.

Thank you for your continued support and leadership.

Sincerely,

*Pat Saiki*

**Patricia Saiki**  
**Administrator**  
**U.S. Small Business**  
**Administration**

*Lamar Alexander*

**Lamar Alexander**  
**Secretary of**  
**Education**

**Enclosure**

## EXECUTIVE DEPARTMENT

11-Nov-92

DEPARTMENT	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	\$ Raised 92 CFC	% of Partici- pation	Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	\$ 91 vs 92
Agriculture	11,920	1,372,397	\$1,400,000	7,945	\$1,304,983	66.7%	109.48	164.25	93.2%	95.1%	67,414
Commerce	17,817	1,846,903	2,000,000	1,761	360,696	9.9%	20.24	204.82	18.0%	19.5%	1,486,207
DEFENSE:	117,000	9,337,115	9,600,000	55,508	6,736,344	47.4%	57.58	121.36	70.2%	72.1%	2,600,771
Navy/USMC	42,795	3,204,328	3,205,111	16,850	2,044,738	39.4%	47.78	121.35	63.8%	63.8%	1,159,590
Army	37,693	2,506,987	2,540,000	16,337	1,654,132	43.3%	43.88	101.25	65.1%	66.0%	852,855
Air Force	13,457	1,256,970	1,260,000	8,910	1,065,228	66.2%	79.16	119.55	84.5%	84.7%	191,742
Other	23,055	2,368,830	2,594,889	13,411	1,972,246	58.2%	85.55	147.06	76.0%	83.3%	396,584
Education	3,111	313,130	336,000	548	106,900	17.6%	34.36	195.07	31.8%	34.1%	206,230
Energy	5,971	702,446	725,000	2,862	566,950	47.9%	94.95	198.10	78.2%	80.7%	135,496
H.H.S.	24,328	2,196,603	2,350,000	5,147	810,435	21.2%	33.31	157.46	34.5%	36.9%	1,386,168
H.U.D.	3,447	356,560	356,560	1,272	223,795	36.9%	64.92	175.94	62.8%	62.8%	132,765
Interior	8,615	589,239	620,000	1,897	325,644	22.0%	37.80	171.66	52.5%	55.3%	263,595
Justice	19,941	1,512,374	1,600,000	6,973	942,583	35.0%	47.27	135.18	58.9%	62.3%	569,791
Labor	5,991	622,327	625,000	2,596	477,884	43.3%	79.77	184.08	76.5%	76.8%	144,443
State	12,958	1,140,031	1,200,000	1,296	269,636	10.0%	20.81	208.05	22.5%	23.7%	870,395
Transportation	8,968	1,206,269	1,090,000	5,689	967,198	63.4%	107.85	170.01	88.7%	80.2%	239,071
Treasury	21,320	2,058,420	2,223,000	6,119	1,026,920	28.7%	48.17	167.82	46.2%	49.9%	1,031,500
V. A.	5,932	538,576	538,600	643	123,599	10.8%	20.84	192.22	22.9%	22.9%	414,977
TOTAL EXEC DEPTS	267,319	23,792,390	\$24,664,160	100,256	14,243,567	37.5%	53.28	142.07	57.8%	59.9%	9,548,823
TOTAL OTHER AGENCIES	124,827	\$11,523,629	\$11,047,409	27,445	4,877,325	22.0%	39.07	177.71	44.1%	42.3%	6,646,304
TOTAL CAMPAIGN	392,146	\$35,316,019	\$35,711,569	127,701	\$19,120,892	32.6%	48.76	149.73	53.5%	54.1%	16,195,127



1992 COMBINED FEDERAL CAMPAIGN  
"TOP 50 ACCOUNTS"

11-Nov-92

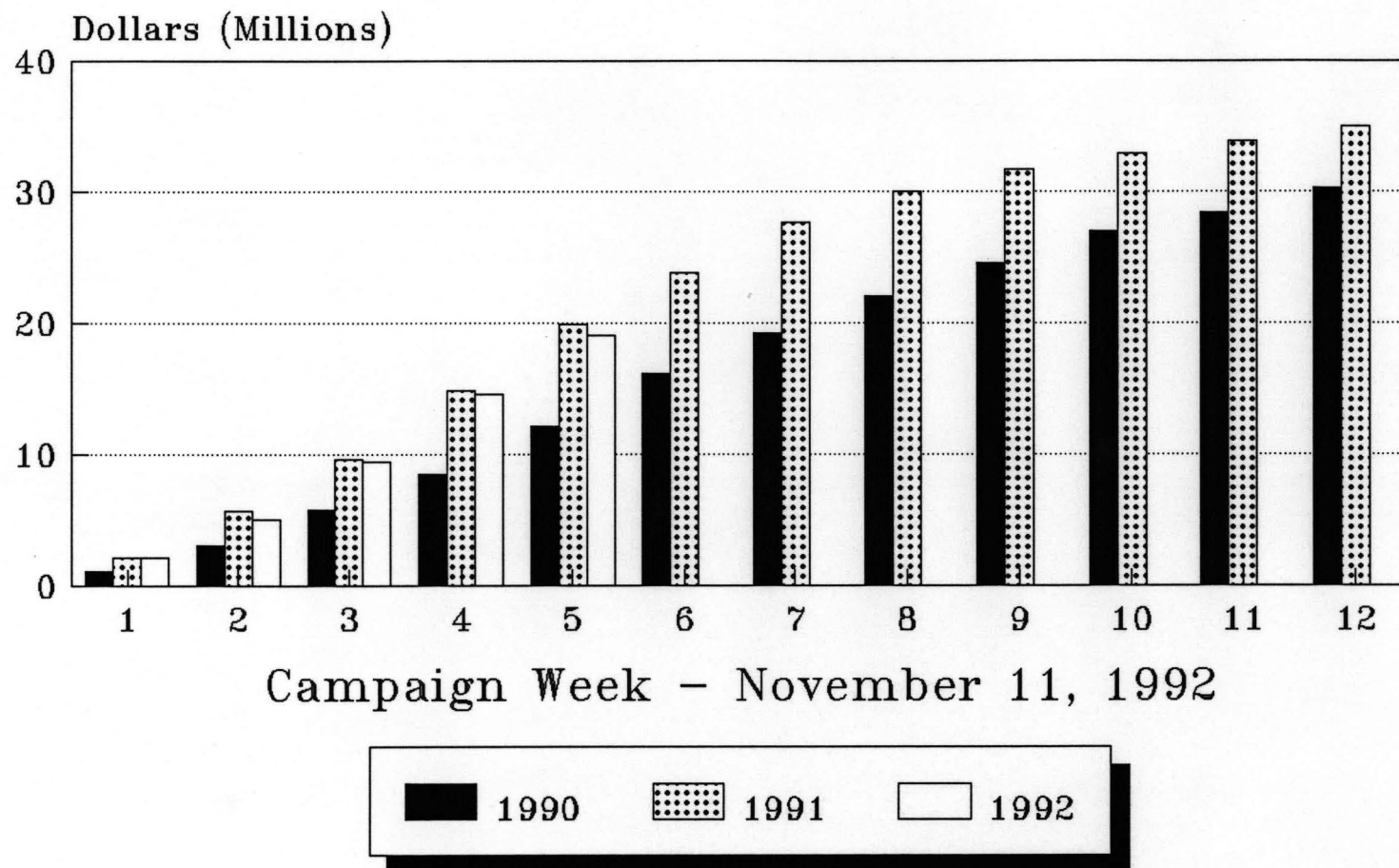
Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	\$ Raised 92 CFC	% of Partici- pation	Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	\$ 91 vs 92
Navy/USMC	42,795	\$3,204,328	\$3,205,111	16,850	2,044,738	39.4%	47.78	\$121.35	63.8%	63.8%	(1,159,590)
U.S. Postal Service	22,277	2,546,887	2,544,736	4,080	793,164	18.3%	35.60	194.40	31.2%	31.1%	(1,753,723)
Army	37,693	2,506,987	2,540,000	16,337	1,654,132	43.3%	43.88	101.25	65.1%	66.0%	(852,855)
Health & Human Svc's	24,328	2,196,603	2,350,000	5,147	810,435	21.2%	33.31	157.46	34.5%	36.9%	(1,386,168)
Treasury	21,320	2,058,420	2,223,000	6,119	1,026,920	28.7%	48.17	167.82	46.2%	49.9%	(1,031,500)
Commerce	17,817	1,846,903	2,000,000	1,761	360,696	9.9%	20.24	204.82	18.0%	19.5%	(1,486,207)
Justice	19,941	1,512,374	1,600,000	6,973	942,583	35.0%	47.27	135.18	58.9%	62.3%	(569,791)
Agriculture	11,920	1,372,397	1,400,000	7,945	1,304,983	66.7%	109.48	164.25	93.2%	95.1%	(67,414)
Air Force	13,457	1,256,970	1,260,000	8,910	1,065,228	66.2%	79.16	119.55	84.5%	84.7%	(191,742)
Transportation	8,968	1,206,269	1,090,000	5,689	967,198	63.4%	107.85	170.01	88.7%	80.2%	(239,071)
State	12,958	1,140,031	1,200,000	1,296	269,636	10.0%	20.81	208.05	22.5%	23.7%	(870,395)
C.I.A.		783,798	800,000	3,094	422,414	ERR	ERR	136.53	52.8%	53.9%	(361,384)
Energy	5,971	702,446	725,000	2,862	566,950	47.9%	94.95	198.10	78.2%	80.7%	(135,496)
Labor	5,991	622,327	625,000	2,596	477,884	43.3%	79.77	184.08	76.5%	76.8%	(144,443)
Interior	8,615	589,239	620,000	1,897	325,644	22.0%	37.80	171.66	52.5%	55.3%	(263,595)
E.P.A.	5,200	580,570	586,000	99	27,796	1.9%	5.35	280.77	4.7%	4.8%	(552,774)
V.A.	5,932	538,576	538,600	643	123,599	10.8%	20.84	192.22	22.9%	22.9%	(414,977)
G.A.O.	3,332	530,174	506,000	1,974	451,502	59.2%	135.50	228.72	89.2%	85.2%	(78,672)
G.S.A.	6,630	500,422	410,000	4,106	470,978	61.9%	71.04	114.70	114.9%	94.1%	(29,444)

Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	"TOP 50 ACCOUNTS"			Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	Page -2-
					\$ Raised 92 CFC	% of Partici- pation	\$ 91 vs 92					
Int Dev Coop Ag/AID	2,926	452,615	435,000	171	38,507	5.8%	13.16	225.19	8.9%	8.5%	(414,108)	
Ofc Sec of Defense	4,125	416,486	445,000	1,973	327,613	47.8%	79.42	166.05	73.6%	78.7%	(88,873)	
Def Intell Agency		392,505	400,104	2,116	320,324	ERR	ERR	151.38	80.1%	81.6%	(72,181)	
Goddard	3,710	367,868	351,000	1,227	249,964	33.1%	67.38	203.72	71.2%	67.9%	(117,904)	
Housing & Urban Dev	3,447	356,560	356,560	1,272	223,795	36.9%	64.92	175.94	62.8%	62.8%	(132,765)	
U.S.I.A.	5,028	350,427	385,500	225	55,000	4.5%	10.94	244.44	14.3%	15.7%	(295,427)	
Library of Congress	4,115	346,286	381,000	35	8,347	0.9%	2.03	238.49	2.2%	2.4%	(337,939)	
Def Mapping Agency	4,074	329,902	340,000	1,922	302,539	47.2%	74.26	157.41	89.0%	91.7%	(27,363)	
Education	3,111	313,130	336,000	548	106,900	17.6%	34.36	195.07	31.8%	34.1%	(206,230)	
N.A.S.A.	1,886	298,789	321,000	128	27,594	6.8%	14.63	215.58	8.6%	9.2%	(271,195)	
Nuclear Reg Comm	2,216	298,299	235,000	579	119,976	26.1%	54.14	207.21	51.1%	40.2%	(178,323)	
Def Info Systems Agy	3,821	273,141	333,619	1,715	236,526	44.9%	61.90	137.92	70.9%	86.6%	(36,615)	
Def Logistics Agy	3,143	258,796	283,568	1,725	237,125	54.9%	75.45	137.46	83.6%	91.6%	(21,671)	
Smithsonian	4,794	258,107	282,000	700	101,949	14.6%	21.27	145.64	36.2%	39.5%	(156,158)	
Gov Printing Office	4,381	240,320	200,000	431	52,329	9.8%	11.94	121.41	26.2%	21.8%	(187,991)	
Federal Reserve	1,558	240,032	158,200	1,091	253,071	70.0%	162.43	231.96	160.0%	105.4%	13,039	
O.P.M.	2,801	227,012	244,265	1,687	212,264	60.2%	75.78	125.82	86.9%	93.5%	(14,748)	
House	8,000	185,015	210,000	158	40,180	2.0%	5.02	254.30	19.1%	21.7%	(144,835)	
Senate	7,500	175,660	175,000	159	36,375	2.1%	4.85	228.77	20.8%	20.7%	(139,285)	
Fed Energy Reg Comm	1,330	174,708	134,500	558	114,660	42.0%	86.21	205.48	85.2%	65.6%	(60,048)	



"TOP 50 ACCOUNTS"											Page -3-
Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	\$ Raised 92 CFC	% of Partici- pation	Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	\$ 91 vs 92
The Joint Staff	1,338	164,973	160,000	1,190	163,373	88.9%	122.10	137.29	102.1%	99.0%	(1,600)
F.C.C.	1,220	158,896	125,000	332	74,037	27.2%	60.69	223.00	59.2%	46.6%	(84,859)
S.E.C.	1,541	150,313	155,000	261	46,468	16.9%	30.15	178.04	30.0%	30.9%	(103,845)
F.D.I.C.	2,047	143,202	150,000	580	118,000	28.3%	57.65	203.45	78.7%	82.4%	(25,202)
E.E.O.C.	749	118,975	120,000	537	111,724	71.7%	149.16	208.05	93.1%	93.9%	(7,251)
Nat Science Found	1,300	117,150	129,000	30	6,700	2.3%	5.15	223.33	5.2%	5.7%	(110,450)
Fed Trade Comm	814	111,114	78,000	281	80,390	34.5%	98.76	286.09	103.1%	72.3%	(30,724)
Fed Emerg Mgt Agy	959	109,107	0	460	85,220	48.0%	88.86	185.26	ERR	78.1%	(23,887)
Resolution Trust Co.	1,350	105,826	112,000	454	91,215	33.6%	67.57	200.91	81.4%	86.2%	(14,611)
S.B.A.	1,000	103,892	112,000	447	83,992	44.7%	83.99	187.90	75.0%	80.8%	(19,900)
Ofc of the I. G.	1,100	101,436	112,387	736	120,044	66.9%	109.13	163.10	106.8%	118.3%	18,608
TOP 50 TOTALS:	360,529	\$33,036,263	\$33,484,150	122,106	\$18,152,681	33.9%	50.35	148.66	54.2%	54.9%	(14,883,582)

# Combined Federal Campaign Cumulative Contributions





DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: SAIKI, PATRICIA, SBA & ALEXANDER, LAMAR, DED, CFC  
To: AG. ODD: NONE  
Date Received: 11-20-92 Date Due: NONE Control #: X92112016861  
Subject & Date  
11-19-92 "DEAR BILL" LETTER PROVIDING AN UPDATE ON THE  
1992 COMBINED FEDERAL CAMPAIGN (CFC).

SEE EXEC. SEC. 92102215388 - CONTROL SHEET ATTACHED.

	Referred To:	Date:		Referred To:	Date:	
(1)	JMD;FLICKINGER	11-20-92	(5)			W/IN:
(2)			(6)			
(3)			(7)			PRTY:
(4)			(8)			1
	INTERIM BY:			DATE:		OPR:
	Sig. For:	NONE		Date Released:		MAU

Remarks  
INFO CC: OAG, DAG, ASG.  
(1) FOR INFORMATION.

Other Remarks:

OLA CONTACT:  
11/23/92 TTR FYI  
FILE: PERSONNEL/COMBINED FEDERAL CAMPAIGN  
J921120 4656

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*

19 November 92



**Combined Federal Campaign of the National Capital Area**

NOV 19 1992

EXECUTIVE SECRETARIAT

92 NOV 20 P2:36

RECEIVED  
DEPARTMENT OF JUSTICE

**1992 CAMPAIGN CO-CHAIRS**

**Lamar Alexander**  
Secretary of Education  
**Donald A. Laidlaw**  
Assistant Secretary for Human  
Resources and Administration  
Department of Education

**Patricia Saiki**  
Administrator  
Small Business Administration  
**Caroline J. Beeson**  
Assistant Administrator for  
Advisory Councils  
Small Business Administration

**CAMPAIGN COMMITTEE**

**Martin L. Allday**  
Chairman  
Federal Energy Regulatory Commission

**Richard G. Austin**  
Administrator  
General Services Administration

**William P. Barr**  
Attorney General of the United States  
**Moe Biller**  
President

American Postal Workers Union  
**James Billington**  
Librarian of Congress

**Nicholas F. Brady**  
Secretary of the Treasury  
**Andrew H. Card, Jr.**  
Secretary of Transportation

**Richard B. Cheney**  
Secretary of Defense  
**Barbara H. Franklin**  
Secretary of Commerce

**Wendy L. Gramm**  
Chairman  
Commodity Futures Trading Commission

**Carla A. Hills**  
United States Trade Representative  
**Steny Hoyer**  
U. S. House of Representatives

Maryland  
**Jacqueline Jones-Smith**  
Chairman  
Consumer Product Safety Commission

**Jane A. Kenny**  
Director  
ACTION

**Daniel R. Levinson**  
Chairman  
Merit Systems Protection Board

**Lynn Martin**  
Secretary of Labor  
**Bob Martinez**  
Director

Office of National Drug Control Policy  
**MSG Sandra Matlock, USA**  
Senior Records NCO, SRIA  
Department of the Army

**Helen W. Nies**  
Chief Judge  
U.S. Court of Appeals for the Federal  
Circuit

**Eleanor Holmes Norton**  
U. S. House of Representatives  
District of Columbia  
**General Colin L. Powell, USA**  
Chairman

Joint Chiefs of Staff  
**Marvin T. Runyon, Jr.**  
Postmaster General of the United States  
**Vincent R. Sombrotto**  
President

National Association of Letter Carriers  
**John N. Sturdivant**  
President  
American Federation of Government  
Employees

**Louis Sullivan, M.D.**  
Secretary of Health and Human Services  
**Robert Tobias**  
President

National Treasury Employees Union  
**Admiral James D. Watkins, USN (Ret)**  
Secretary of Energy  
**Frank Wolf**  
U. S. House of Representatives

Virginia  
**Francis W. Marchand, Jr.**  
Director  
Combined Federal Campaign of the  
National Capital Area

**The Honorable William P. Barr**  
Attorney General of  
the United States  
10th & Constitution Ave., NW  
Washington, DC 20530

**Dear Bill:**

Across the government, Federal employees have had a busy and productive week as they reach for their Combined Federal Campaign goals. More than \$4,222,944 was added to our total this week bringing us to \$23,343,836 or 61% of our \$38 million goal.

Four more organizations have become million-dollar campaigns: Justice, Transportation, Health and Human Services, and the Postal Service. Congratulations!

The Winners Circle welcomes two more campaigns in the "Top 50": the Defense Logistics Agency and the Federal Deposit Insurance Corporation. Government-wide, there are 17 campaigns with outstanding achievements of more than a 10% increase over their total raised in last fall's record-breaking campaign. Their hard work deserves our special commendation.

Our results to date indicate that individual giving is strong. We need to focus on making sure that every employee is given an opportunity to give. Believe it or not, there are still thousands of people who haven't been asked.

As winter sets in and we approach Thanksgiving, we are again reminded of the needs of so many in our community and around the world. The CFC is a way for all of us to share what we have with those who have so little.

Thanks again for your leadership and support.

Sincerely,

*Pat Saiki*

**Patricia Saiki**  
Administrator  
U.S. Small Business  
Administration

*Lamar Alexander*

**Lamar Alexander**  
Secretary of  
Education

Enclosure  
FOIA # 60048 (URTS 16447) DocId: 70106518 Page 70

NARA-18-1003-A-004293



1992 COMBINED FEDERAL CAMPAIGN  
"TOP 50 ACCOUNTS"

18-Nov-92

Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	\$ Raised 92 CFC	% of Partici- pation	Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	\$ 91 vs 92
Navy/USMC	42,795	\$3,204,328	\$3,205,111	19,833	2,385,612	46.3%	55.75	\$120.28	74.4%	74.4%	(818,716)
U.S. Postal Service	22,277	2,546,887	2,544,736	5,956	1,041,501	26.7%	46.75	174.87	40.9%	40.9%	(1,505,386)
Army	37,693	2,506,987	2,540,000	18,875	1,893,958	50.1%	50.25	100.34	74.6%	75.5%	(613,029)
Health & Human Svc's	24,328	2,196,603	2,350,000	7,061	1,089,978	29.0%	44.80	154.37	46.4%	49.6%	(1,106,625)
Treasury	21,320	2,058,420	2,223,000	7,256	1,298,174	34.0%	60.89	178.91	58.4%	63.1%	(760,246)
Commerce	17,817	1,846,903	2,000,000	2,968	594,166	16.7%	33.35	200.19	29.7%	32.2%	(1,252,737)
Justice	19,941	1,512,374	1,600,000	9,057	1,167,142	45.4%	58.53	128.87	72.9%	77.2%	(345,232)
Agriculture	11,920	1,372,397	1,400,000	8,600	1,402,970	72.1%	117.70	163.14	100.2%	102.2%	30,573
Air Force	13,457	1,256,970	1,260,000	9,716	1,147,036	72.2%	85.24	118.06	91.0%	91.3%	(109,934)
Transportation	8,968	1,206,269	1,090,000	7,069	1,156,928	78.8%	129.01	163.66	106.1%	95.9%	(49,341)
State	12,958	1,140,031	1,200,000	1,981	436,293	15.3%	33.67	220.24	36.4%	38.3%	(703,738)
C.I.A.		783,798	800,000	3,722	503,559	ERR	ERR	135.29	62.9%	64.2%	(280,239)
Energy	5,971	702,446	725,000	3,163	617,523	53.0%	103.42	195.23	85.2%	87.9%	(84,923)
Labor	5,991	622,327	625,000	2,956	528,673	49.3%	88.24	178.85	84.6%	85.0%	(93,654)
Interior	8,615	589,239	620,000	2,266	382,983	26.3%	44.46	169.01	61.8%	65.0%	(206,256)
E.P.A.	5,200	580,570	586,000	354	87,437	6.8%	16.81	247.00	14.9%	15.1%	(493,133)
V.A.	5,932	538,576	538,600	1,452	252,723	24.5%	42.60	174.05	46.9%	46.9%	(285,853)
G.A.O.	3,332	530,174	506,000	2,522	538,204	75.7%	161.53	213.40	106.4%	101.5%	8,030
G.S.A.	6,630	500,422	410,000	4,538	505,143	68.4%	76.19	111.31	123.2%	100.9%	4,721

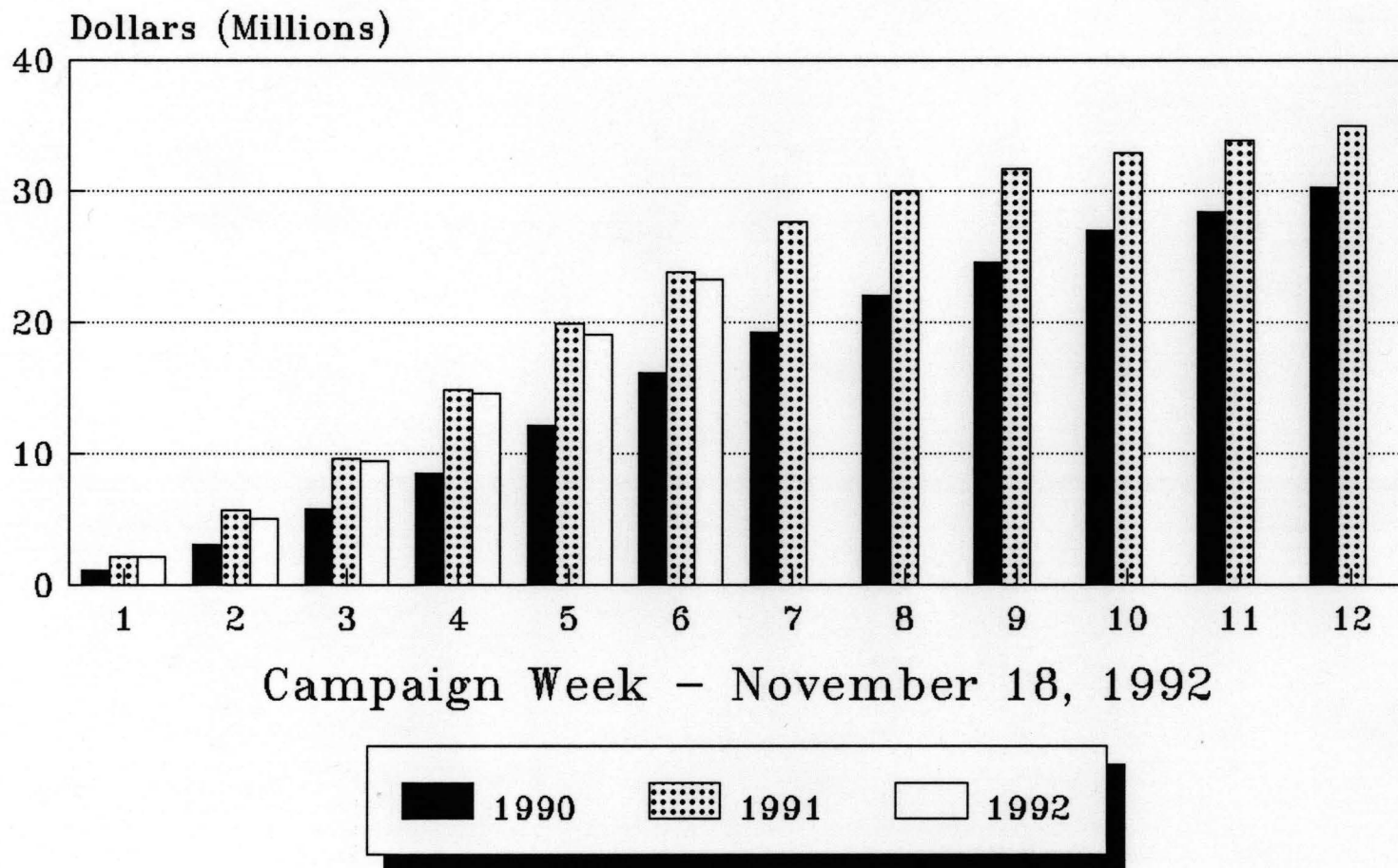


Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	"TOP 50 ACCOUNTS"		Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	Page -2-	
					\$ Raised 92 CFC	% of Partici- pation					\$ 91 vs 92	
Int Dev Coop Ag/AID	2,926	452,615	435,000	335	68,690	11.4%	23.48	205.04	15.8%	15.2%	(383,925)	
Ofc Sec of Defense	4,125	416,486	445,000	2,370	379,569	57.5%	92.02	160.16	85.3%	91.1%	(36,917)	
Def Intell Agency		392,505	400,104	2,116	320,324	ERR	ERR	151.38	80.1%	81.6%	(72,181)	
Goddard	3,710	367,868	351,000	1,926	347,292	51.9%	93.61	180.32	98.9%	94.4%	(20,576)	
Housing & Urban Dev	3,447	356,560	356,560	1,272	223,795	36.9%	64.92	175.94	62.8%	62.8%	(132,765)	
U.S.I.A.	5,028	350,427	385,500	405	86,159	8.1%	17.14	212.74	22.3%	24.6%	(264,268)	
Library of Congress	4,115	346,286	381,000	207	47,826	5.0%	11.62	231.04	12.6%	13.8%	(298,460)	
Def Mapping Agency	4,074	329,902	340,000	2,363	351,995	58.0%	86.40	148.96	103.5%	106.7%	22,093	
Education	3,111	313,130	336,000	832	149,288	26.7%	47.99	179.43	44.4%	47.7%	(163,842)	
N.A.S.A.	1,886	298,789	321,000	760	181,606	40.3%	96.29	238.96	56.6%	60.8%	(117,183)	
Nuclear Reg Comm	2,216	298,299	235,000	725	147,023	32.7%	66.35	202.79	62.6%	49.3%	(151,276)	
Def Info Systems Agy	3,726	273,141	333,619	1,907	256,720	51.2%	68.90	134.62	77.0%	94.0%	(16,421)	
Def Logistics Agy	3,143	258,796	283,568	2,188	286,125	69.6%	91.04	130.77	100.9%	110.6%	27,329	
Smithsonian	4,794	258,107	282,000	941	138,246	19.6%	28.84	146.91	49.0%	53.6%	(119,861)	
Gov Printing Office	4,381	240,320	200,000	827	91,560	18.9%	20.90	110.71	45.8%	38.1%	(148,760)	
Federal Reserve	1,558	240,032	158,200	1,113	256,529	71.4%	164.65	230.48	162.2%	106.9%	16,497	
O.P.M.	2,801	227,012	244,265	1,882	229,614	67.2%	81.98	122.01	94.0%	101.1%	2,602	
House	8,000	185,015	210,000	212	54,584	2.7%	6.82	257.47	26.0%	29.5%	(130,431)	
Senate	7,500	175,660	175,000	197	44,346	2.6%	5.91	225.11	25.3%	25.2%	(131,314)	
Fed Energy Reg Comm	1,330	174,708	134,500	659	134,021	49.5%	100.77	203.37	99.6%	76.7%	(40,687)	



Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	"TOP 50 ACCOUNTS"		Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	Page -3-	
					\$ Raised 92 CFC	% of Partici- pation					\$ 91 vs 92	
The Joint Staff	1,338	164,973	160,000	1,190	163,373	88.9%	122.10	137.29	102.1%	99.0%	(1,600)	
F.C.C.	1,220	158,896	125,000	459	97,354	37.6%	79.80	212.10	77.9%	61.3%	(61,542)	
S.E.C.	1,541	150,313	155,000	485	78,797	31.5%	51.13	162.47	50.8%	52.4%	(71,516)	
F.D.I.C.	2,047	143,202	150,000	850	173,166	41.5%	84.60	203.72	115.4%	120.9%	29,964	
E.E.O.C.	689	118,975	120,000	537	111,724	77.9%	162.15	208.05	93.1%	93.9%	(7,251)	
Nat Science Found	1,300	117,150	129,000	111	26,340	8.5%	20.26	237.30	20.4%	22.5%	(90,810)	
Fed Trade Comm	814	111,114	78,000	349	97,015	42.9%	119.18	277.98	124.4%	87.3%	(14,099)	
Fed Emerg Mgt Agcy	959	109,107	100,000	460	85,220	48.0%	88.86	185.26	85.2%	78.1%	(23,887)	
Resolution Trust Co.	1,350	105,826	112,000	555	110,752	41.1%	82.04	199.55	98.9%	104.7%	4,926	
S.B.A.	1,000	103,892	112,000	548	96,228	54.8%	96.23	175.60	85.9%	92.6%	(7,664)	
Ofc of the I. G.	1,100	101,436	112,387	742	120,814	67.5%	109.83	162.82	107.5%	119.1%	19,378	
TOP 50 TOTALS:	360,374	\$33,036,263	\$33,584,150	148,868	\$21,986,098	41.3%	61.01	147.69	65.5%	66.6%	(11,050,165)	

# Combined Federal Campaign Cumulative Contributions





DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: SAIKI, PATRICIA & ALEXANDER, LAMAR, CFC CO-CHAIRS, WASH., DC  
To: AG. ODD: NONE  
Date Received: 12-04-92 Date Due: NONE Control #: X92120417378

Subject & Date  
12-03-92 "DEAR BILL" LETTER (REC'D FROM OAG) PROVIDING AN  
UPDATE ON THE COMBINED FEDERAL CAMPAIGN. THEY HOPE TO SEE  
THE AG AT THE REPORT MEETING AND VICTOR RALLY ON  
DECEMBER 9, 1992, AT THE ANDREW W. MELLON AUDITORIUM ON  
CONSTITUTION AVENUE, W/ATTACHMENTS.

SEE EXEC. SEC. 92112517004 CONTROL SHEET ATTACHED.

	Referred To:	Date:		Referred To:	Date:	
(1)	JMD;FLICKINGER	12-04-92	(5)			W/IN:
(2)			(6)			
(3)			(7)			PRTY:
(4)			(8)			1
	INTERIM BY:			DATE:		OPR:
	Sig. For:	NONE		Date Released:		EHZ

Remarks  
INFO CC: OAG, DAG, ASG.  
(1) FOR INFORMATION.

Other Remarks:

OLA CONTACT:

FILE: PERSONNEL/COMBINED FEDERAL CAMPAIGN  
J921204 4839

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*



**Combined Federal Campaign of the National Capital Area**

DEC 3 1992

RECEIVED  
DEPARTMENT OF JUSTICE

'92 DEC -4 P2:44

EXECUTIVE SECRETARIAT

**1992 CAMPAIGN CO-CHAIRS**

**Lamar Alexander**

Secretary of Education

**Donald A. Laidlaw**

Assistant Secretary for Human  
Resources and Administration  
Department of Education

**Patricia Saiki**

Administrator

Small Business Administration

**Caroline J. Beeson**

Assistant Administrator for  
Advisory Councils  
Small Business Administration

**CAMPAIGN COMMITTEE**

**Martin L. Allday**

Chairman

Federal Energy Regulatory Commission

**Richard G. Austin**

Administrator

General Services Administration

**William P. Barr**

Attorney General of the United States

**Moe Biller**

President

American Postal Workers Union

**James Billington**

Librarian of Congress

**Nicholas F. Brady**

Secretary of the Treasury

**Andrew H. Card, Jr.**

Secretary of Transportation

**Richard B. Cheney**

Secretary of Defense

**Barbara H. Franklin**

Secretary of Commerce

**Wendy L. Gramm**

Chairman

Commodity Futures Trading Commission

**Carla A. Hills**

United States Trade Representative

**Steny Hoyer**

U. S. House of Representatives

Maryland

**Jacqueline Jones-Smith**

Chairman

Consumer Product Safety Commission

**Jane A. Kenny**

Director

ACTION

**Daniel R. Levinson**

Chairman

Merit Systems Protection Board

**Lynn Martin**

Secretary of Labor

**Bob Martinez**

Director

Office of National Drug Control Policy

**MSG Sandra Matlock, USA**

Senior Records NCO, SRIA

Department of the Army

**Helen W. Nies**

Chief Judge

U.S. Court of Appeals for the Federal

Circuit

**Eleanor Holmes Norton**

U. S. House of Representatives

District of Columbia

**General Colin L. Powell, USA**

Chairman

Joint Chiefs of Staff

**Marvin T. Runyon, Jr.**

Postmaster General of the United States

**Vincent R. Sombrotto**

President

National Association of Letter Carriers

**John N. Sturdivant**

President

American Federation of Government

Employees

**Louis Sullivan, M.D.**

Secretary of Health and Human Services

**Robert Tobias**

President

National Treasury Employees Union

**Admiral James D. Watkins, USN (Ret)**

Secretary of Energy

**Frank Wolf**

U. S. House of Representatives

Virginia

**Francis W. Marchand, Jr.**

Director

Combined Federal Campaign of the

National Capital Area

**The Honorable William P. Barr**  
**Attorney General of**  
**the United States**  
**10th & Constitution Ave., NW**  
**Washington, DC 20530**

**Dear Bill:**

We have lots of exciting news to include in our campaign update this week. Our total has risen to \$29,350,368 with contributions from 198,717 generous individuals.

The employees of the Department of the Army have passed the \$2 million milestone with their enthusiastic campaign. The campaign at the Department of Commerce has passed the million-dollar mark and is gaining momentum.

Three more campaigns in the "Top 50" have entered the prestigious CFC Winners Circle: the Defense Mapping Agency, the Resolution Trust Corporation, and the Small Business Administration.

This is, of course, the most challenging part of our campaign. Individual giving continues to set records, but we must focus on participation. Please ask your CFC teams to make an all-out effort to contact every employee. We know many who have not yet contributed are just waiting to be asked.

We hope to see you at next Wednesday's Report Meeting and Victory Rally at the Andrew W. Mellon Auditorium on Constitution Avenue. We are looking forward to thanking you in person for your continued support all fall.

Sincerely,

*Pat Saiki*

**Patricia Saiki**  
**Administrator**  
**U.S. Small Business**  
**Administration**

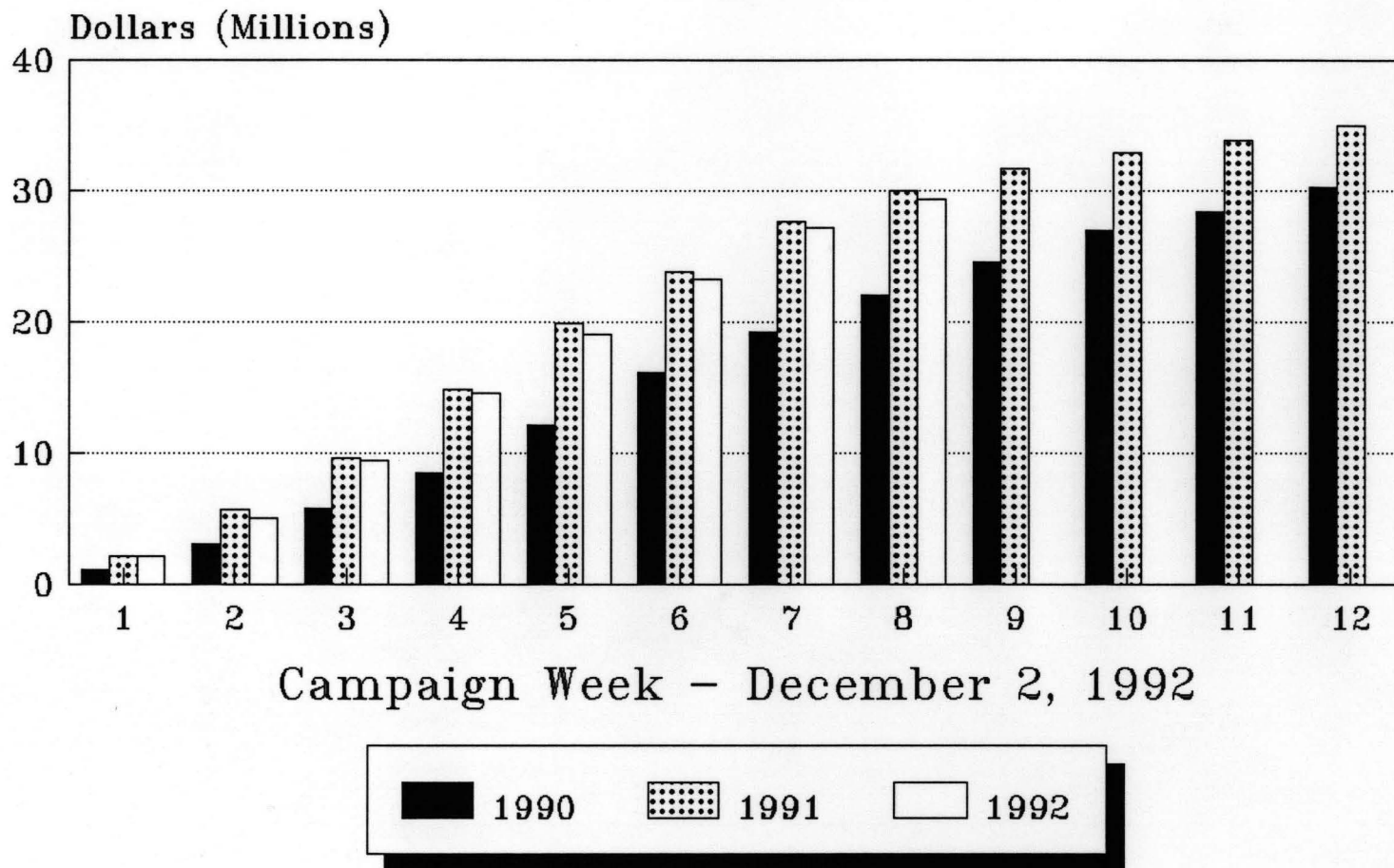
*Lamar Alexander*

**Lamar Alexander**  
**Secretary of**  
**Education**

**Enclosure**



# Combined Federal Campaign Cumulative Contributions



## EXECUTIVE DEPARTMENT

02-Dec-92

DEPARTMENT	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	\$ Raised 92 CFC	% of Partici- pation	Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	\$ 91 vs 92
Agriculture	11,920	1,372,397	\$1,400,000	8,965	\$1,418,889	75.2%	119.03	158.27	101.3%	103.4%	(46,492)
Commerce	17,817	1,846,903	2,000,000	5,650	1,051,755	31.7%	59.03	186.15	52.6%	56.9%	795,148
DEFENSE:	116,905	9,337,115	9,600,000	74,401	8,737,541	63.6%	74.74	117.44	91.0%	93.6%	599,574
Navy/USMC	42,795	3,204,328	3,205,111	24,935	2,895,904	58.3%	67.67	116.14	90.4%	90.4%	308,424
Army	37,693	2,506,987	2,540,000	21,879	2,198,916	58.0%	58.34	100.50	86.6%	87.7%	308,071
Air Force	13,457	1,256,970	1,260,000	10,083	1,189,496	74.9%	88.39	117.97	94.4%	94.6%	67,474
Other	22,960	2,368,830	2,594,889	17,504	2,453,225	76.2%	106.85	140.15	94.5%	103.6%	(84,395)
Education	3,111	313,130	336,000	1,231	221,283	39.6%	71.13	179.76	65.9%	70.7%	91,847
Energy	5,971	702,446	725,000	4,036	733,645	67.6%	122.87	181.78	101.2%	104.4%	(31,199)
H.H.S.	24,328	2,196,603	2,350,000	10,706	1,615,634	44.0%	66.41	150.91	68.8%	73.6%	580,969
H.U.D.	3,447	356,560	356,560	1,740	295,521	50.5%	85.73	169.84	82.9%	82.9%	61,039
Interior	8,615	589,239	620,000	2,808	464,238	32.6%	53.89	165.33	74.9%	78.8%	125,001
Justice	19,941	1,512,374	1,600,000	10,871	1,366,129	54.5%	68.51	125.67	85.4%	90.3%	146,245
Labor	5,991	622,327	625,000	3,522	618,024	58.8%	103.16	175.48	98.9%	99.3%	4,303
State	12,958	1,140,031	1,200,000	2,617	571,148	20.2%	44.08	218.25	47.6%	50.1%	568,883
Transportation	10,326	1,206,269	1,090,000	7,944	1,249,032	76.9%	120.96	157.23	114.6%	103.5%	(42,763)
Treasury	21,320	2,058,420	2,223,000	11,622	1,827,625	54.5%	85.72	157.26	82.2%	88.8%	230,795
V. A.	5,932	538,576	538,600	2,845	453,549	48.0%	76.46	159.42	84.2%	84.2%	85,027
TOTAL EXEC DEPTS	268,582	23,792,390	\$24,664,160	148,958	20,624,013	55.5%	76.79	138.46	83.6%	86.7%	3,168,377
TOTAL OTHER AGENCIES	124,748	\$11,523,629	\$11,148,040	49,759	8,726,355	39.9%	69.95	175.37	78.3%	75.7%	2,797,274
TOTAL CAMPAIGN	393,330	\$35,316,019	\$35,812,200	198,717	\$29,350,368	50.5%	74.62	147.70	82.0%	83.1%	5,965,651



1992 COMBINED FEDERAL CAMPAIGN  
"TOP 50 ACCOUNTS"

02-Dec-92

Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	\$ Raised 92 CFC	% of Partici- pation	Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	\$ 91 vs 92
Navy/USMC	42,795	\$3,204,328	\$3,205,111	24,935	2,895,904	58.3%	67.67	\$116.14	90.4%	90.4%	(308,424)
U.S. Postal Service	22,277	2,546,887	2,544,736	8,318	1,477,049	37.3%	66.30	177.57	58.0%	58.0%	(1,069,838)
Army	37,693	2,506,987	2,540,000	21,879	2,198,916	58.0%	58.34	100.50	86.6%	87.7%	(308,071)
Health & Human Svc's	24,328	2,196,603	2,350,000	10,706	1,615,634	44.0%	66.41	150.91	68.8%	73.6%	(580,969)
Treasury	21,320	2,058,420	2,223,000	11,622	1,827,625	54.5%	85.72	157.26	82.2%	88.8%	(230,795)
Commerce	17,817	1,846,903	2,000,000	5,650	1,051,755	31.7%	59.03	186.15	52.6%	56.9%	(795,148)
Justice	19,941	1,512,374	1,600,000	10,871	1,366,129	54.5%	68.51	125.67	85.4%	90.3%	(146,245)
Agriculture	11,920	1,372,397	1,400,000	8,965	1,418,889	75.2%	119.03	158.27	101.3%	103.4%	46,492
Air Force	13,457	1,256,970	1,260,000	10,083	1,189,496	74.9%	88.39	117.97	94.4%	94.6%	(67,474)
Transportation	10,326	1,206,269	1,090,000	7,944	1,249,032	76.9%	120.96	157.23	114.6%	103.5%	42,763
State	12,958	1,140,031	1,200,000	2,617	571,148	20.2%	44.08	218.25	47.6%	50.1%	(568,883)
C.I.A.		783,798	800,000	4,891	659,877	ERR	ERR	134.92	82.5%	84.2%	(123,921)
Energy	5,971	702,446	725,000	4,036	733,645	67.6%	122.87	181.78	101.2%	104.4%	31,199
Labor	5,991	622,327	625,000	3,522	618,024	58.8%	103.16	175.48	98.9%	99.3%	(4,303)
Interior	8,615	589,239	620,000	2,808	464,238	32.6%	53.89	165.33	74.9%	78.8%	(125,001)
E.P.A.	5,200	580,570	586,000	1,560	354,156	30.0%	68.11	227.02	60.4%	61.0%	(226,414)
V.A.	5,932	538,576	538,600	2,845	453,549	48.0%	76.46	159.42	84.2%	84.2%	(85,027)
G.A.O.	3,332	530,174	506,000	2,268	547,397	68.1%	164.28	241.36	108.2%	103.2%	17,223
G.S.A.	6,630	500,422	410,000	4,910	531,440	74.1%	80.16	108.24	129.6%	106.2%	31,018

Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	"TOP 50 ACCOUNTS"			Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	Page -2-
					\$ Raised 92 CFC	% of Partici- pation	\$ 91 vs 92					
Int Dev Coop Ag/AID	2,926	452,615	435,000	642	114,808	21.9%	39.24	178.83	26.4%	25.4%	(337,807)	
Ofc Sec of Defense	4,125	416,486	445,000	2,619	414,581	63.5%	100.50	158.30	93.2%	99.5%	(1,905)	
Def Intell Agency		392,505	400,104	2,719	396,544	ERR	ERR	145.84	99.1%	101.0%	4,039	
Goddard	3,710	367,868	351,000	2,062	389,388	55.6%	104.96	188.84	110.9%	105.8%	21,520	
Housing & Urban Dev	3,447	356,560	356,560	1,740	295,521	50.5%	85.73	169.84	82.9%	82.9%	(61,039)	
U.S.I.A.	5,028	350,427	385,500	821	156,332	16.3%	31.09	190.42	40.6%	44.6%	(194,095)	
Library of Congress	4,115	346,286	381,000	741	174,071	18.0%	42.30	234.91	45.7%	50.3%	(172,215)	
Def Mapping Agency	4,074	329,902	340,000	2,566	371,028	63.0%	91.07	144.59	109.1%	112.5%	41,126	
Education	3,111	313,130	336,000	1,231	221,283	39.6%	71.13	179.76	65.9%	70.7%	(91,847)	
N.A.S.A.	1,886	298,789	321,000	1,107	246,913	58.7%	130.92	223.05	76.9%	82.6%	(51,876)	
Nuclear Reg Comm	2,216	298,299	235,000	1,024	211,996	46.2%	95.67	207.03	90.2%	71.1%	(86,303)	
Def Info Systems Agy	3,726	273,141	333,619	2,148	275,974	57.6%	74.07	128.48	82.7%	101.0%	2,833	
Def Logistics Agy	3,143	258,796	283,568	2,298	294,226	73.1%	93.61	128.04	103.8%	113.7%	35,430	
Smithsonian	4,794	258,107	282,000	1,542	218,206	32.2%	45.52	141.51	77.4%	84.5%	(39,901)	
Gov Printing Office	4,381	240,320	200,000	1,384	140,221	31.6%	32.01	101.32	70.1%	58.3%	(100,099)	
Federal Reserve	1,558	240,032	158,200	1,113	256,529	71.4%	164.65	230.48	162.2%	106.9%	16,497	
O.P.M.	2,801	227,012	244,265	2,006	240,298	71.6%	85.79	119.79	98.4%	105.9%	13,286	
House	8,000	185,015	210,000	290	86,555	3.6%	10.82	298.47	41.2%	46.8%	(98,460)	
Senate	7,500	175,660	175,000	524	119,538	7.0%	15.94	228.13	68.3%	68.1%	(56,122)	
Fed Energy Reg Comm	1,330	174,708	134,500	843	168,543	63.4%	126.72	199.93	125.3%	96.5%	(6,165)	



Page -3-

Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	"TOP 50 ACCOUNTS"		Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	\$ 91 vs 92
					\$ Raised 92 CFC	% of Partici- pation					
The Joint Staff	1,338	164,973	160,000	1,201	164,220	89.8%	122.74	136.74	102.6%	99.5%	(753)
F.C.C.	1,220	158,896	125,000	753	146,458	61.7%	120.05	194.50	117.2%	92.2%	(12,438)
S.E.C.	1,541	150,313	155,000	754	111,813	48.9%	72.56	148.29	72.1%	74.4%	(38,500)
F.D.I.C.	2,047	143,202	150,000	956	195,348	46.7%	95.43	204.34	130.2%	136.4%	52,146
E.E.O.C.	689	118,975	120,000	556	119,000	80.7%	172.71	214.03	99.2%	100.0%	25
Nat Science Found	1,300	117,150	129,000	451	108,567	34.7%	83.51	240.73	84.2%	92.7%	(8,583)
Fed Trade Comm	814	111,114	78,000	386	111,547	47.4%	137.04	288.98	143.0%	100.4%	433
Fed Emerg Mgt Agcy	959	109,107	100,000	593	100,961	61.8%	105.28	170.25	101.0%	92.5%	(8,146)
Resolution Trust Co.	1,350	105,826	112,000	776	144,766	57.5%	107.23	186.55	129.3%	136.8%	38,940
S.B.A.	958	103,892	112,000	755	120,000	78.8%	125.26	158.94	107.1%	115.5%	16,108
Ofc of the I. G.	1,100	101,436	112,387	752	121,326	68.4%	110.30	161.34	108.0%	119.6%	19,890
TOP 50 TOTALS:	361,690	\$33,036,263	\$33,584,150	187,783	\$27,460,464	51.9%	75.92	146.24	81.8%	83.1%	(5,575,799)

DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: ALEXANDER, LAMAR, DED & SAIKI, PATRICIA, SBA, CFC  
To: AG. ODD: NONE  
Date Received: 12-29-92 Date Due: NONE Control #: X92122918140

Subject & Date  
12-22-92 "DEAR BILL" LETTER EXPRESSING THEIR HOPE THAT THE  
ENERGY THAT FILLED THE MELLON AUDITORIUM FOR THE RECENT  
VICTORY RALLY WILL PERMEATE EACH AND EVERY FEDERAL  
DEPARTMENT AND AGENCY SO THAT THEY CAN MAKE THE FINAL SURGE  
TOWARD THE COMBINED FEDERAL CAMPAIGN (CFC) GOAL. PROVIDES  
HIGHLIGHTS ON THE CAMPAIGN AND EXTEND HOLIDAY GREETINGS TO  
THE AG AND HIS FAMILY. (REC'D FROM OAG.) \*\*

	Referred To:	Date:	Referred To:	Date:	
(1)	JMD;COLGATE	12-29-92	(5)		W/IN:
(2)			(6)		
(3)			(7)		PRTY:
(4)			(8)		1
	INTERIM BY:		DATE:		OPR:
	Sig. For: NONE		Date Released:		MAU

Remarks

\*\* (SEE EXEC. SEC. 92112517004 & 92120417378 - CONTROL  
SHEETS ATTACHED.)

INFO CC: OAG, DAG, ASG.  
(1) FOR INFORMATION.

Other Remarks:

OLA CONTACT:

FILE: PERSONNEL/COMBINED FEDERAL CAMPAIGN  
J921229 5075

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*

22 DECEMBER 92





**Combined Federal Campaign of the National Capital Area**

**DEC 22 1992**

**1992 CAMPAIGN CO-CHAIRS**

**Lamar Alexander**  
Secretary of Education  
**Donald A. Laidlaw**  
Assistant Secretary for Human Resources and Administration  
Department of Education  
**Patricia Saiki**  
Administrator  
Small Business Administration  
**Caroline J. Beeson**  
Assistant Administrator for Advisory Councils  
Small Business Administration  
**CAMPAIGN COMMITTEE**  
**Martin L. Allday**  
Chairman  
Federal Energy Regulatory Commission  
**Richard G. Austin**  
Administrator  
General Services Administration  
**William P. Barr**  
Attorney General of the United States  
**Moe Biller**  
President  
American Postal Workers Union  
**James Billington**  
Librarian of Congress  
**Nicholas F. Brady**  
Secretary of the Treasury  
**Andrew H. Card, Jr.**  
Secretary of Transportation  
**Richard B. Cheney**  
Secretary of Defense  
**Barbara H. Franklin**  
Secretary of Commerce  
**Wendy L. Gramm**  
Chairman  
Commodity Futures Trading Commission  
**Carla A. Hills**  
United States Trade Representative  
**Steny Hoyer**  
U. S. House of Representatives  
Maryland  
**Jacqueline Jones-Smith**  
Chairman  
Consumer Product Safety Commission  
**Jane A. Kenny**  
Director  
ACTION  
**Daniel R. Levinson**  
Chairman  
Merit Systems Protection Board  
**Lynn Martin**  
Secretary of Labor  
**Bob Martinez**  
Director  
Office of National Drug Control Policy  
**MSG Sandra Matlock, USA**  
Senior Records NCO, SR1A  
Department of the Army  
**Helen W. Nies**  
Chief Judge  
U.S. Court of Appeals for the Federal Circuit  
**Eleanor Holmes Norton**  
U. S. House of Representatives  
District of Columbia  
**General Colin L. Powell, USA**  
Chairman  
Joint Chiefs of Staff  
**Marvin T. Runyon, Jr.**  
Postmaster General of the United States  
**Vincent R. Sombrotto**  
President  
National Association of Letter Carriers  
**John N. Sturdivant**  
President  
American Federation of Government Employees  
**Louis Sullivan, M.D.**  
Secretary of Health and Human Services  
**Robert Tobias**  
President  
National Treasury Employees Union  
**Admiral James D. Watkins, USN (Ret)**  
Secretary of Energy  
**Frank Wolf**  
U. S. House of Representatives  
Virginia  
**Francis W. Marchand, Jr.**  
Director  
Combined Federal Campaign of the National Capital Area

**The Honorable William P. Barr**  
**Attorney General of**  
**the United States**  
**10th & Constitution Ave., NW**  
**Washington, DC 20530**

**Dear Bill:**

We hope the energy that filled the Mellon Auditorium for our Victory Rally last week will permeate each and every federal department and agency in town so that we can make the final surge toward our goal. We have reached \$33,146,857 with gifts from almost 225,300 federal employees.

Our highlights since our last note to you are many:

- the overall effort at the Department of Defense has reached \$9.3 million and they are moving toward their goal;
- the campaign of the employees of the Navy and Marine Corps has raised over \$3 million;
- the total so far from the Department of Health and Human Services is over \$2 million;
- the Treasury campaign also joins the outstanding group of departments that have raised more than \$2 million, with a big boost from the employees of the Internal Revenue Service who have achieved their first \$1 million campaign this fall.

This is a time of year when we are especially aware of those whose needs are great. It is also a time when we can feel special joy that all of us in the federal community are helping to improve the lives of others through the Combined Federal Campaign.

Our warmest holiday greetings to you and your family.

Sincerely,

*Pat Saiki*

**Patricia Saiki**  
**Administrator**  
**U.S. Small Business**  
**Administration**

*Lamar Alexander*

**Lamar Alexander**  
**Secretary of**  
**Education**

**Enclosure**

**FOIA # 60048 (URTS 16447) DocId: 70106518 Page 83**

**NARA-18-1003-A-004306**

RECEIVED  
DEPARTMENT OF JUSTICE  
92 DEC 29 P2:34  
EXECUTIVE SECRETARIAT

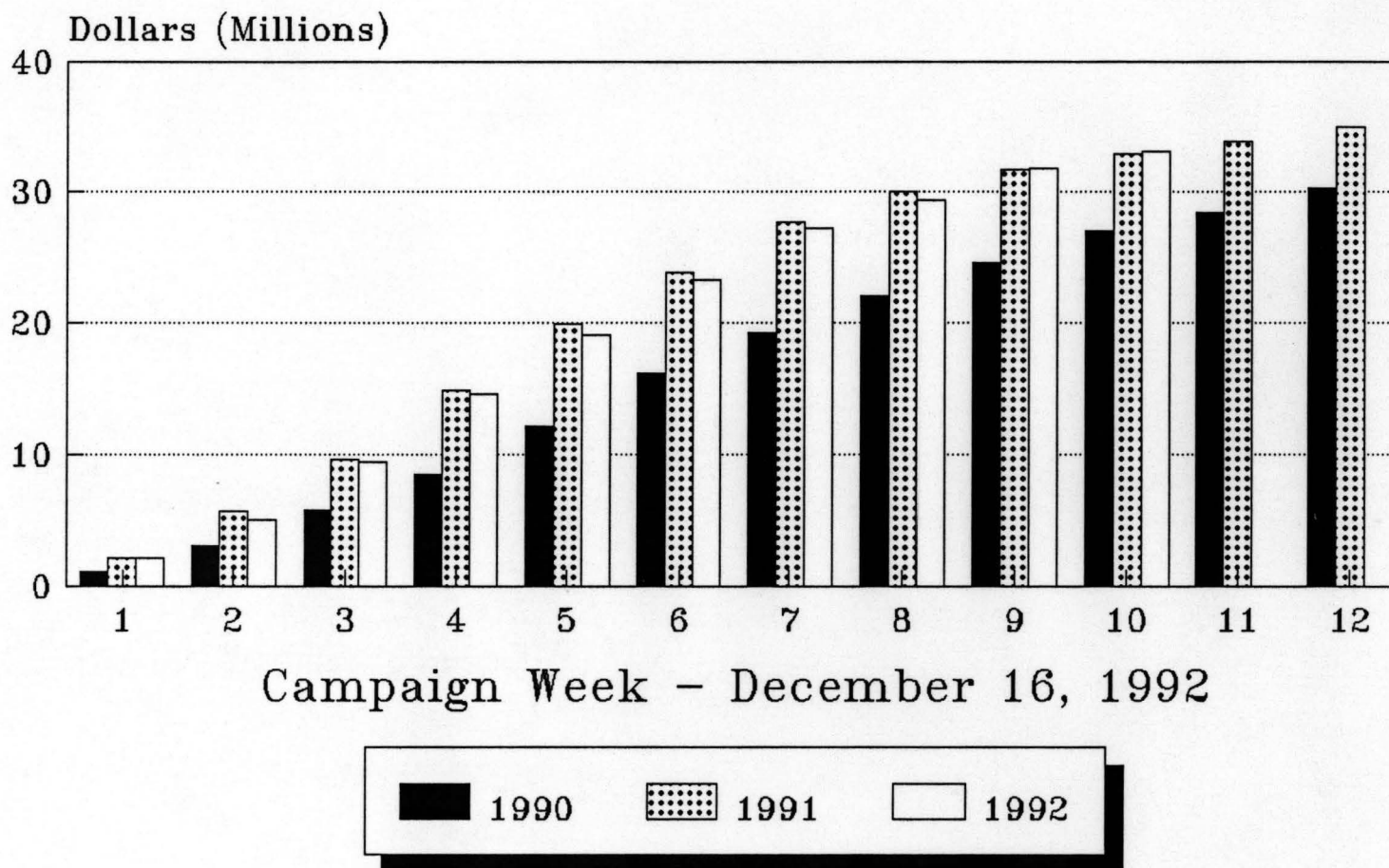
## EXECUTIVE DEPARTMENT

16-Dec-92

DEPARTMENT	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	\$ Raised 92 CFC	% of Partici- pation	Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	\$ 91 vs 92
Agriculture	11,920	1,372,397	\$1,400,000	8,685	\$1,424,150	72.9%	119.48	163.98	101.7%	103.8%	(51,753)
Commerce	17,817	1,846,903	2,000,000	8,805	1,598,289	49.4%	89.71	181.52	79.9%	86.5%	248,614
DEFENSE:	116,905	9,337,115	9,574,381	79,230	9,300,400	67.8%	79.56	117.38	97.1%	99.6%	36,715
Navy/USMC	42,795	3,204,328	3,205,111	26,954	3,144,556	63.0%	73.48	116.66	98.1%	98.1%	59,772
Army	37,693	2,506,987	2,540,000	23,525	2,372,864	62.4%	62.95	100.87	93.4%	94.7%	134,123
Air Force	13,457	1,256,970	1,260,000	10,338	1,205,182	76.8%	89.56	116.58	95.6%	95.9%	51,788
Other	22,960	2,368,830	2,569,270	18,413	2,577,798	80.2%	112.27	140.00	100.3%	108.8%	(208,968)
Education	3,111	313,130	336,000	1,769	298,129	56.9%	95.83	168.53	88.7%	95.2%	15,001
Energy	5,971	702,446	725,000	4,289	761,415	71.8%	127.52	177.53	105.0%	108.4%	(58,969)
H.H.S.	24,328	2,196,603	2,350,000	13,613	2,010,484	56.0%	82.64	147.69	85.6%	91.5%	186,119
H.U.D.	3,447	356,560	356,560	2,276	356,087	66.0%	103.30	156.45	99.9%	99.9%	473
Interior	8,615	589,239	620,000	3,351	541,306	38.9%	62.83	161.54	87.3%	91.9%	47,933
Justice	19,941	1,512,374	1,600,000	11,978	1,506,941	60.1%	75.57	125.81	94.2%	99.6%	5,433
Labor	5,991	622,327	625,000	3,633	635,470	60.6%	106.07	174.92	101.7%	102.1%	(13,143)
State	12,958	1,140,031	1,200,000	3,777	842,250	29.1%	65.00	222.99	70.2%	73.9%	297,781
Transportation	10,326	1,206,269	1,090,000	8,394	1,302,318	81.3%	126.12	155.15	119.5%	108.0%	(96,049)
Treasury	21,320	2,058,420	2,223,000	14,219	2,103,287	66.7%	98.65	147.92	94.6%	102.2%	(44,867)
V. A.	5,932	538,576	538,600	3,540	540,000	59.7%	91.03	152.54	100.3%	100.3%	(1,424)
TOTAL EXEC DEPTS	268,582	23,792,390	\$24,638,541	167,559	23,220,526	62.4%	86.46	138.58	94.2%	97.6%	571,864
TOTAL OTHER AGENCIES	124,748	\$11,523,629	\$11,189,540	57,741	9,926,331	46.3%	79.57	171.91	88.7%	86.1%	1,597,298
TOTAL CAMPAIGN	393,330	\$35,316,019	\$35,828,081	225,300	\$33,146,857	57.3%	84.27	147.12	92.5%	93.9%	2,169,162



# Combined Federal Campaign Cumulative Contributions



1992 COMBINED FEDERAL CAMPAIGN  
"TOP 50 ACCOUNTS"

16-Dec-92

Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	\$ Raised 92 CFC	% of Partici- pation	Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	\$ 91 vs 92
Navy/USMC	42,795	\$3,204,328	\$3,205,111	26,954	3,144,556	63.0%	73.48	\$116.66	98.1%	98.1%	(59,772)
U.S. Postal Service	22,277	2,546,887	2,544,736	9,928	1,684,314	44.6%	75.61	169.65	66.2%	66.1%	(862,573)
Army	37,693	2,506,987	2,540,000	23,525	2,372,864	62.4%	62.95	100.87	93.4%	94.7%	(134,123)
Health & Human Svc's	24,328	2,196,603	2,350,000	13,613	2,010,484	56.0%	82.64	147.69	85.6%	91.5%	(186,119)
Treasury	21,320	2,058,420	2,223,000	14,219	2,103,287	66.7%	98.65	147.92	94.6%	102.2%	44,867
Commerce	17,817	1,846,903	2,000,000	8,805	1,598,289	49.4%	89.71	181.52	79.9%	86.5%	(248,614)
Justice	19,941	1,512,374	1,600,000	11,978	1,506,941	60.1%	75.57	125.81	94.2%	99.6%	(5,433)
Agriculture	11,920	1,372,397	1,400,000	8,685	1,424,150	72.9%	119.48	163.98	101.7%	103.8%	51,753
Air Force	13,457	1,256,970	1,260,000	10,338	1,205,182	76.8%	89.56	116.58	95.6%	95.9%	(51,788)
Transportation	10,326	1,206,269	1,090,000	8,394	1,302,318	81.3%	126.12	155.15	119.5%	108.0%	96,049
State	12,958	1,140,031	1,200,000	3,777	842,250	29.1%	65.00	222.99	70.2%	73.9%	(297,781)
C.I.A.		783,798	800,000	5,736	775,704	ERR	ERR	135.23	97.0%	99.0%	(8,094)
Energy	5,971	702,446	725,000	4,289	761,415	71.8%	127.52	177.53	105.0%	108.4%	58,969
Labor	5,991	622,327	625,000	3,633	635,470	60.6%	106.07	174.92	101.7%	102.1%	13,143
Interior	8,615	589,239	620,000	3,351	541,306	38.9%	62.83	161.54	87.3%	91.9%	(47,933)
E.P.A.	5,200	580,570	586,000	1,931	448,051	37.1%	86.16	232.03	76.5%	77.2%	(132,519)
V.A.	5,932	538,576	538,600	3,540	540,000	59.7%	91.03	152.54	100.3%	100.3%	1,424
G.A.O.	3,332	530,174	506,000	2,568	547,447	77.1%	164.30	213.18	108.2%	103.3%	17,273
G.S.A.	6,630	500,422	410,000	4,916	532,493	74.1%	80.32	108.32	129.9%	106.4%	32,071



Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	"TOP 50 ACCOUNTS"		Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	Page -2-	
					\$ Raised 92 CFC	% of Partici- pation					\$ 91 vs 92	
Int Dev Coop Ag/AID	2,926	452,615	435,000	950	167,619	32.5%	57.29	176.44	38.5%	37.0%	(284,996)	
Ofc Sec of Defense	4,125	416,486	445,000	2,748	432,988	66.6%	104.97	157.56	97.3%	104.0%	16,502	
Def Intell Agency		392,505	400,104	2,864	415,794	ERR	ERR	145.18	103.9%	105.9%	23,289	
Goddard	3,710	367,868	351,000	2,077	390,609	56.0%	105.29	188.06	111.3%	106.2%	22,741	
Housing & Urban Dev	3,447	356,560	356,560	2,276	356,087	66.0%	103.30	156.45	99.9%	99.9%	(473)	
U.S.I.A.	5,028	350,427	385,500	1,016	196,518	20.2%	39.08	193.42	51.0%	56.1%	(153,909)	
Library of Congress	4,115	346,286	381,000	1,289	281,026	31.3%	68.29	218.02	73.8%	81.2%	(65,260)	
Def Mapping Agency	4,074	329,902	340,000	2,573	372,719	63.2%	91.49	144.86	109.6%	113.0%	42,817	
Education	3,111	313,130	336,000	1,769	298,129	56.9%	95.83	168.53	88.7%	95.2%	(15,001)	
N.A.S.A.	1,886	298,789	321,000	1,320	299,342	70.0%	158.72	226.77	93.3%	100.2%	553	
Nuclear Reg Comm	2,216	298,299	235,000	1,370	287,527	61.8%	129.75	209.87	122.4%	96.4%	(10,772)	
Def Info Systems Agy	3,726	273,141	308,000	2,428	309,374	65.2%	83.03	127.42	100.4%	113.3%	36,233	
Def Logistics Agy	3,143	258,796	283,568	2,274	293,146	72.4%	93.27	128.91	103.4%	113.3%	34,350	
Smithsonian	4,794	258,107	282,000	1,939	265,740	40.4%	55.43	137.05	94.2%	103.0%	7,633	
Gov Printing Office	4,381	240,320	200,000	1,619	169,831	37.0%	38.77	104.90	84.9%	70.7%	(70,489)	
Federal Reserve	1,558	240,032	158,200	1,113	256,529	71.4%	164.65	230.48	162.2%	106.9%	16,497	
O.P.M.	2,801	227,012	244,265	2,010	240,643	71.8%	85.91	119.72	98.5%	106.0%	13,631	
House	8,000	185,015	210,000	430	120,368	5.4%	15.05	279.93	57.3%	65.1%	(64,647)	
Senate	7,500	175,660	175,000	674	145,945	9.0%	19.46	216.54	83.4%	83.1%	(29,715)	
Fed Energy Reg Comm	1,330	174,708	134,500	854	175,741	64.2%	132.14	205.79	130.7%	100.6%	1,033	

Organization	Current Number of Employees	\$ Raised 91 CFC	Goal 92 CFC	No. of Gifts 92 CFC	"TOP 50 ACCOUNTS"		Per Emp Level of Giving	Average Gift	% of 92 Goal Reached	% of 91 CFC Reached	Page -3-	
					\$ Raised 92 CFC	% of Partici- pation					\$ 91 vs 92	
The Joint Staff	1,338	164,973	160,000	1,204	166,160	90.0%	124.19	138.01	103.9%	100.7%	1,187	
F.C.C.	1,220	158,896	125,000	904	166,385	74.1%	136.38	184.05	133.1%	104.7%	7,489	
S.E.C.	1,541	150,313	155,000	1,121	155,220	72.7%	100.73	138.47	100.1%	103.3%	4,907	
F.D.I.C.	2,047	143,202	150,000	958	197,729	46.8%	96.59	206.40	131.8%	138.1%	54,527	
E.E.O.C.	689	118,975	120,000	556	119,000	80.7%	172.71	214.03	99.2%	100.0%	25	
Nat Science Found	1,300	117,150	129,000	492	117,471	37.8%	90.36	238.76	91.1%	100.3%	321	
Fed Trade Comm	814	111,114	78,000	386	111,547	47.4%	137.04	288.98	143.0%	100.4%	433	
Fed Emerg Mgt Agy	959	109,107	100,000	565	102,400	58.9%	106.78	181.24	102.4%	93.9%	(6,707)	
Resolution Trust Co.	1,350	105,826	112,000	798	149,350	59.1%	110.63	187.16	133.3%	141.1%	43,524	
S.B.A.	958	103,892	112,000	765	122,500	79.9%	127.87	160.13	109.4%	117.9%	18,608	
Ofc of the I. G.	1,100	101,436	112,387	744	121,366	67.6%	110.33	163.13	108.0%	119.6%	19,930	
-----												
TOP 50 TOTALS:	361,690	\$33,036,263	\$33,558,531	212,266	\$30,981,324	58.7%	85.66	145.96	92.3%	93.8%	(2,054,939)	



## DOJ EXECUTIVE SECRETARIAT CROSS-REFERENCE RECORD



**CONTROL NUMBER:** 92020602034

BOSKIN, MICHAEL J

---

THE ENTIRE DOCUMENT PACKET FOR THE CONTROLLED  
CORRESPONDENCE INDICATED BY THE ABOVE EX.SEC.  
CONTROL NUMBER HAS BEEN FILED IN THE FOLLOWING  
PRIMARY FILE LOCATION WITHIN THE SUBJECT FILES  
OF THE ATTORNEY GENERAL.

**PRIMARY FILE:** COUNCILS/Council of Economic Advisers  
3 Feb 92

---

---

DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: CARROLL, DONALD M., JR., SECRETARY OF EDUCATION, PA  
To: AG. ODD: 05-18-92  
Date Received: 05-01-92 Date Due: 05-18-92 Control #: X92050406870  
Subject & Date

04-27-92 LETTER ADVISING THAT HE WAS RECENTLY INFORMED THAT  
DOJ HAS DENIED HIS REQUEST TO EXTEND FOR ANOTHER YEAR A  
JMD EMPLOYEE'S INTERGOVERNMENTAL PERSONNEL ACT (IPA)  
ASSIGNMENT WITH THE DEPARTMENT OF EDUCATION, COMMONWEALTH OF  
PENNSYLVANIA. REQUESTS A REVIEW OF THIS DECISION, AND  
LOOKS FORWARD TO A FAVORABLE RESPONSE TO HIS APPEAL.

SEE EXEC. SEC. 91102918332 - CONTROL SHEET ATTACHED.

Referred To:	Date:	Referred To:	Date:	
(1) JMD;FLICKINGER	05-04-92	(5)		W/IN:
(2)		(6)		
(3)		(7)		PRTY:
(4)		(8)		1
INTERIM BY:		DATE:		OPR:
Sig. For: DAG		Date Released: 06-25-92		MAU

Remarks

INFO CC: OAG, DAG, OPC.

(1) PREPARE RESPONSE FOR DAG SIGNATURE. RETURN THRU  
EXEC. SEC., ROOM 4400-AA, FOR TRANSMITTAL TO THE DAG.  
06-25-92 CLOSE OUT, HANDLED VERBALLY, PER JMD STEVE  
COLGATE. (TJ)

Other Remarks:

OLA CONTACT:

KMM 5/5/92

FILE: PERSONNEL/DETAILED EMPLOYEES

J920504 1712

CROSS REFERENCES:

1. STATE & LOCAL GOVERNMENT

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*





COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION  
333 MARKET STREET  
HARRISBURG, PENNSYLVANIA 17126-0333

RECEIVED  
DEPARTMENT OF JUSTICE

'92 MAY -1 P4:34

EXECUTIVE SECRETARIAT  
717-787-5820

SECRETARY OF EDUCATION

April 27, 1992

The Honorable William P. Barr  
Attorney General of the United States  
U.S. Department of Justice  
10th & Constitution Avenues, N.W.  
Washington, DC 20537

Dear General Barr:

On April 1, 1992, I was informed that your Department has denied my request to extend for another year Ms. Edith Byrne's Intergovernmental Personnel Act (IPA) assignment with our Department. I am writing to appeal this decision.

During the time that Ms. Byrne has been in Pennsylvania, she has been an eloquent and active representative of your Department. She has helped us in examining the role that the justice system plays in the lives of our students. Her ability to identify areas of possible interface between law enforcement and education has been very useful to us, especially in our anti-drug and alcohol abuse programs.

Ms. Byrne has provided insight into areas of Federally mandated programs, such as the EEO program and the Americans with Disabilities Act (ADA). Her knowledge of the Federal government has helped us in identifying resources and solving problems. Her responsibilities with us have given her a broader knowledge of the workings of state/federal relations, which she can effectively apply upon her return to your Department.

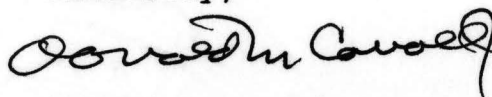
During her tenure here, she has gained our respect as a professional, and is a valuable part of our interface with our Federal counterparts. Her contributions have been valuable enough to us that, even in a time of budgetary constraints, our Department has willingly paid 51% of her salary. Her efforts reflect well upon the Department of Justice, and have made significant impact on our programs aimed at addressing the needs of children at risk.

05 MAY -1 6571

007-WAY BELLEVUE HILL

Because of this, I am requesting a review of my request of an extension of one year to Ms. Byrne's IPA. Her continued contributions to our efforts are in the interests of both the U.S. Department of Justice and to the Pennsylvania Department of Education. I look forward to your favorable response to my appeal.

Sincerely,

A handwritten signature in dark ink, appearing to read "Donald M. Carroll, Jr.", with a stylized flourish at the end.

Donald M. Carroll, Jr.



DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: HOLLINGS, SENATOR ERNEST F., CHMN, COMMERCE/JUSTICE SUBCOMTE  
To: AG. ODD: 10-21-92  
Date Received: 10-05-92 Date Due: 10-21-92 Control #: X92100614676  
Subject & Date

10-05-92 LETTER FROM THE CHAIRMAN, SUBCOMMITTEE ON COMMERCE,  
JUSTICE, AND STATE, THE JUDICIARY AND RELATED AGENCIES,  
COMMITTEE ON APPROPRIATIONS, THANKING THE AG AND THE  
DEPARTMENT FOR DETAILING MS. JOLENE LAURIA SULLENS TO THE  
SUBCOMMITTEE FOR THE FY '93 BUDGET REVIEW. MS. SULLENS'  
WORK WAS OUTSTANDING, AND SHE IS A CREDIT TO THE DEPARTMENT  
AND TO THE FIELD OF PROFESSIONAL PUBLIC ADMINISTRATION.

Referred To:	Date:	Referred To:	Date:	
(1) JMD;FLICKINGER	10-06-92	(5)		W/IN:
(2)		(6)		
(3)		(7)		PRTY:
(4)		(8)		1
INTERIM BY:		DATE:		OPR:
Sig. For: AG.		Date Released: 10-13-92		MLH

Remarks

EXEC SEC SENT COPIES TO OAG, OAG (STEVENS), DAG, OLA (WOLF).  
ORIGINAL TO AG FILES.

(1) PREPARE RESPONSE FOR AG SIGNATURE AND RETURN TO  
EXEC SEC, ROOM 4400-AA, WITH COPY OF INCOMING CORRESPONDENCE  
FOR FURTHER COORDINATION.

10-09-92: PER JMD (JOYCE), CLOSE, NO RESPONSE NECESSARY.(MLH

Other Remarks:

OLA CONTACT:

FILE: PERSONNEL/DETAILED EMPLOYEES  
J921006 4097

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*

ROBERT C. RYRD, WEST VIRGINIA, CHAIRMAN

DANIEL K. INOUE, HAWAII  
ERNEST F. HOLLINGS, SOUTH CAROLINA  
J. BENNETT JOHNSTON, LOUISIANA  
QUENTIN N. BURDICK, NORTH DAKOTA  
PATRICK J. LEAHY, VERMONT  
JIM SASSER, TENNESSEE  
DENNIS DeCONCINI, ARIZONA  
DALE BUMPERS, ARKANSAS  
FRANK R. LAUTENBERG, NEW JERSEY  
TOM HARKIN, IOWA  
BARBARA A. MIKULSKI, MARYLAND  
HARRY REID, NEVADA  
BROCK ADAMS, WASHINGTON  
WYCHE FOWLER, JR., GEORGIA  
J. ROBERT KERREY, NEBRASKA

MARK O. HATFIELD, OREGON  
TED STEVENS, ALASKA  
JAKE GARN, UTAH  
THAD COCHRAN, MISSISSIPPI  
ROBERT W. KASTEN, JR., WISCONSIN  
ALFONSE M. D'AMATO, NEW YORK  
WARREN RUDMAN, NEW HAMPSHIRE  
ARLEN SPECTER, PENNSYLVANIA  
PETE V. DOMENICI, NEW MEXICO  
DON NICKLES, OKLAHOMA  
PHIL GRAMM, TEXAS  
CHRISTOPHER S. BOND, MISSOURI  
SLADE GORTON, WASHINGTON

JAMES H. ENGLISH, STAFF DIRECTOR  
J. KEITH KENNEDY, MINORITY STAFF DIRECTOR

## United States Senate

COMMITTEE ON APPROPRIATIONS  
WASHINGTON, DC 20510-6025

RECEIVED  
DEPARTMENT OF JUSTICE

October 5, 1992 '92 OCT -5 P6:02

EXECUTIVE SECRETARIAT

Honorable William P. Barr  
Attorney General  
U.S. Department of Justice  
Washington, D.C. 20530

Dear General Barr:

On behalf of the Commerce, Justice, and State, the Judiciary and Related Agencies Appropriations Subcommittee, I would like to thank you and the Department of Justice for detailing Ms. Jolene Lauria Sullens to us for the FY 1993 budget review.

From January through October 1992, Ms. Lauria Sullens served as a member of my Subcommittee staff. She was responsible for review of the Federal Trade Commission and the Securities and Exchange Commission budgets, and also assisted in the examination of Department of Commerce programs. Ms. Lauria Sullens participated in all aspects of the professional staff's responsibilities, and she assisted Senator Bumpers with the Subcommittee's May 7, 1992, hearing on the Federal Trade Commission.

Ms. Lauria Sullens' work was outstanding. She took personal pride in the drafting of the Committee bill and report, and she assumed responsibility in staffing a number of controversial user fee proposals. She worked long hours to identify lower priority funding requests and to make funding level recommendations for consideration by the Subcommittee members. I came to consider her an integral member of my Subcommittee team, and gained respect for her skills and professionalism.

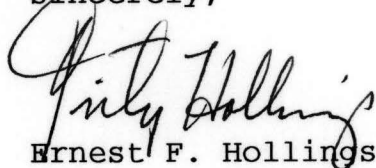
Now that Congress has completed action on the FY 1993 appropriations bill, Jolene will be returning to your Justice Management Division. Our loss is the Department's gain. Jolene Lauria Sullens clearly has a bright future ahead of her in public management and especially the management of our Federal law enforcement programs. She is a credit to the Department of Justice and the field of professional public administration.



Honorable Barr  
Page two

Again, the Subcommittee appreciates your willingness to arrange this detail and your interest in providing Departmental employees with such developmental assignments.

Sincerely,

A handwritten signature in dark ink, appearing to read "Ernest F. Hollings", written in a cursive style.

Ernest F. Hollings

EFH:sgb

DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: BYRD, SENATOR ROBERT C. CHMN, COMMITTEE ON APPROPRIATIONS  
To: AG. ODD: 01-11-93  
Date Received: 12-23-92 Date Due: 01-22-93 Control #: X92122418067  
Subject & Date  
12-21-92 LETTER FROM THE CHMN, COMTE ON APPROPRIATIONS,  
REQUESTING THAT JOHN H. LANGER, A DRUG ENFORCEMENT  
ADMINISTRATION EMPLOYEE, BE DETAILED TO THE U.S. SENATE  
APPROPRIATIONS COMMITTEE STAFF ON A NON-REIMBURSABLE BASIS  
FOR A ONE-YEAR PERIOD, BEGINNING ON JANUARY 4, 1993.

	Referred To:	Date:		Referred To:	Date:	
(1)	DEA;BONNER	12-24-92	(5)			W/IN:
(2)	DEA;BONNER	01-07-93	(6)			
(3)	OLA;HOLSCLAW	01-15-93	(7)			PRTY:
(4)			(8)			1
	INTERIM BY:			DATE:		OPR:
	Sig. For: OLA			Date Released: 01-15-93		MLH

Remarks

EXEC SEC SENT COPIES TO OAG, OAG (STEVENS), DAG, JMD,  
OLA (BURTON). ORIGINAL TO AG FILES.  
(1) PREPARE RESPONSE FOR AAG/OLA SIGNATURE AND RETURN TO  
EXEC. SEC., ROOM 4400-AA, WITH COPY OF INCOMING  
CORRESPONDENCE, FOR TRANSMITTAL TO OLA.  
(2) RETURNED FOR SIGNATURE CHANGE TO ACTING AAG KEVIN P.  
HOLSCLAW. RETURN TO EXEC. SEC. WITH MARKED UP COPY. YEW

Other Remarks:

(3) DEA CORRECTED LTR. FOR REVIEW AND SIGNATURE. YEW  
01-15-93: ACTING AAG HOLSCLAW SIGNED LETTER IN OLA ON  
01-15-93 AND HAND DELIVERED VIA OLA MESSENGER. COPIES TO  
DEA, AG AND LEGISLATIVE FILES. YEW

OLA CONTACT: FAITH BURTON (514-1653)  
12/28 TTR  
FILE: PERSONNEL/DETAILED EMPLOYEES  
I921224 1529

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*

010  
21  
DECEMBER 92



ROBERT C. BYRD, WEST VIRGINIA, CHAIRMAN

DANIEL K. INOUE, HAWAII  
ERNEST F. HOLLINGS, SOUTH CAROLINA  
J. BENNETT JOHNSTON, LOUISIANA  
QUENTIN N. BURDICK, NORTH DAKOTA  
PATRICK J. LEAHY, VERMONT  
JIM SASSER, TENNESSEE  
DENNIS DECONCINI, ARIZONA  
DALE BUMPERS, ARKANSAS  
FRANK R. LAUTENBERG, NEW JERSEY  
TOM HARKIN, IOWA  
BARBARA A. MIKULSKI, MARYLAND  
HARRY REID, NEVADA  
BROCK ADAMS, WASHINGTON  
WYCHE FOWLER, JR., GEORGIA  
J. ROBERT KERREY, NEBRASKA

MARK O. HATFIELD, OREGON  
TED STEVENS, ALASKA  
JAKE GARN, UTAH  
THAD COCHRAN, MISSISSIPPI  
ROBERT W. KASTEN, JR., WISCONSIN  
ALFONSE M. D'AMATO, NEW YORK  
WARREN RUDMAN, NEW HAMPSHIRE  
ARLEN SPECTER, PENNSYLVANIA  
PETE V. DOMENICI, NEW MEXICO  
DON NICKLES, OKLAHOMA  
PHIL GRAMM, TEXAS  
CHRISTOPHER S. BOND, MISSOURI  
SLADE GORTON, WASHINGTON

JAMES H. ENGLISH, STAFF DIRECTOR  
J. KEITH KENNEDY, MINORITY STAFF DIRECTOR

## United States Senate

COMMITTEE ON APPROPRIATIONS

WASHINGTON, DC 20510-6025

December 21, 1992

The Honorable William P. Barr  
The Attorney General of the  
United States  
Department of Justice  
Washington, D.C. 20530

Dear Mr. Attorney General:

The purpose of this letter is to request that Mr. John H. Langer, a Drug Enforcement Administration employee, be detailed to the U.S. Senate Appropriations Committee staff on a non-reimbursable basis for a one-year period, beginning on January 4, 1993.

Mr. Langer is working on a number of projects for which his expertise is needed, and his continuation on the staff at this time will be most helpful.

Thank you for your attention to this matter. Your cooperation and early affirmative response will be genuinely appreciated. For further information, please contact Terry Sauvain, Deputy Staff Director of the Appropriations Committee, at (202) 224-0338.

With kind regards, I am

Sincerely yours,



Robert C. Byrd  
Chairman

RCB/tsd

EXECUTIVE SECRETARIAT

92 DEC 23 P4:58

RECEIVED  
DEPARTMENT OF JUSTICE



U.S. Department of Justice

Office of Legislative Affairs

Office of the Assistant Attorney General

Washington, D.C. 20530

January 15, 1993

Honorable Robert C. Byrd  
Chairman  
Committee on Appropriations  
United States Senate  
Washington, D.C. 20510-6025

Dear Mr. Chairman:

Thank you for your letter of December 21, 1992 regarding the extension of John H. Langer's detail to the Appropriations Committee.

Terry Sauvain, Deputy Staff Director of the Appropriations Committee, was informed on December 23 that DEA Administrator Robert Bonner has agreed to an additional year's detail for Mr. Langer.

Please do not hesitate to call on me if I can be of further assistance to you.

Sincerely,

Kevin P. Holsclaw  
Acting Assistant Attorney General